MANUAL OF
GAMING PROCEDURES
AND DEALING TECHNIQUES

American Roulette
Blackjack
and
Punto Banco

STAKIS CASINOS

Stakis Casinos Limited

January 1985

MANUAL OF GAMING PROCEDURES AND DEALING TECHNIQUES

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Stakis Casinos

FOREWORD

The January 1985 issue of the Manual of Gaming Procedures and Techniques is the manual for all Management, Gaming and Bank Staff as holders of a Certificate of Approval issued by the Gaming Board for Great Britain to refer to. This issue supersedes all prior Gaming Manuals.

It is of vital importance that all Casinos train their staff and operate the games to the standards set in this Manual. All Stakis Casinos staff dealing games to a similar high standard in each Casino must be of obvious benefit to each of our valued customers. Also, this standardised policy has the further advantage of assisting Management and Staff who transfer to another Casino in the Group.

ANDREAS PONIROS
TRAINING MANAGER (GAMING)
STAKIS CASINOS LTD

JANUARY 1985

Stakis Casinos

PART 1

GENERAL INFORMATION CONTENTS

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SECTION	GENERAL INFORMATION
TITLE	CODE OF CONDUCT

We pride ourselves on the high standards maintained in our Casinos and the service we offer to our customers.

The following points form the Code of Conduct for Gaming staff whether in the Pit or other areas of the Casino.

1. Whilst a friendly attidude to customers is encouraged, excessive conversation is to be avoided.

   The Dealer should always be the first to greet his players with "good evening sir", or "madam" and under no circumstances address him or her by their first name.

2. The Dealer, whilst on duty at his/her table, should not carry on a conversation with any other Dealer or Inspector. No conversation should be carried on between Inspector and customers unless the conversation is related to the game in progress e.g. advising and helping customer to understand the rules of the game.

3. An upright stance must be maintained. Dealers and Inspectors must avoid slouching while standing or sitting at the tables.

4. The Dealer must never try to settle a dispute. The Inspector should be called. (Pit Boss in the absence of the Inspector). No Dealer should ever argue a point with a customer, and under no circumstances dispute the decision of the Inspector or Pit Boss with words or attitudes.

5. Although Dealers must assist customers in every way possible at the table, the Dealer must never make a decision for a customer.

6. Personal disagreements with colleagues or Management should not be discussed on the Casino floor.

SECTION	GENERAL INFORMATION
TITLE	GAMING CERTIFICATE INFORMATION

The following paragraphs must be adhered to and understood as the information below concerns the terms and conditions of employment of each person who currently holds a certificate issued by the Gaming Board for Great Britain.

CERTIFICATE MUST BE IN CASINO AT ALL TIMES

1. Each certificate will be paid initially by the Company on application and then reclaimed from the employees future wages. If the Certificate is lost, or perhaps due to a change of name through marriage, a further certificate is required you should apply to the General Manager immediately for the new certificate. No charge is made.

2. If as a result of a Gaming Board enquiry, a Certificated member of staff is awarded a certificate of reduced status, the employee will have no alternative but to accept a change in conditions of employment. This will include a reduction in rate of pay to that of his or her colleagues holding the same certificate.

3. *Gaming Certificate — Withdrawn*
If the Gaming Board for Great Britian decides to revoke a Certificate from an employee, thereby rendering such an employee unable to operate in a Casino, the Company will have no option but to terminate the employment of the employee without notice or compensation of any kind.

4. When an employee has left the Company, or a Certificate has expired for whatever reason, certificates will be returned by the Company to the Gaming Board at their Head Office in Berkshire House, 168 High Holborn, London.

5. For information regarding Certificates, contact your respective Personnel Manager at the office in Glasgow, the address for which may be obtained in the staff handbook, or from the General Manager.

SECTION	GENERAL INFORMATION
TITLE	GAMING BOARD INTERVIEWS

PROMOTIONAL INTERVIEWS

Employees, whom the General Manager and Regional Director select as possible candidates for a Managers 'Grey' Certificate or Supervisors 'Green' Certificate, when called for interview by the Gaming Board, will be allocated time off from normal duties (1 day) to attend such interviews. The Personnel Manager will make all necessary travel arrangements to/and from Gaming Board Headquarters for each candidate.

SECTION	GENERAL INFORMATION
TITLE	GAMING BOARD INTERVIEWS - Cont'd

SUPERVISOR CERTIFICATE (GREEN)

Extract from Gaming Board Report, 1981

SCHEME FOR THE INTRODUCTION OF A NEW SUPERVISOR'S CERTIFICATE UNDER SECTION 19 OF THE GAMING ACT, 1968

Scope of the supervisor's certificate
(not necessarily exhaustive)

A supervisor would be expected to have a good working knowledge of the following:–

(i) All games played at his or her club.
(ii) The Gaming Act and Regulations made under the Act.
(iii) Sections 12 and 16 of the Act in particular.
(iv) Cash point procedures (training should include experience in the cash cage).
(v) Casino licensing procedures with special reference to the club's own licence. Any restrictions applying.
(vi) Gaming machines (including action in the case of malfunction, restrictions on the payment of prizes, and payout percentage calculations).
(vii) The functions of all grades of certificated staff (section 19).
(viii) Powers of the Board's inspectors and the police under section 43.
(ix) Fire and safety precautions. Fire drills and evacuation procedures.
(x) Such general managerial knowledge of the club's activities as to permit the holder to take charge of the club when necessary.
(xi) Sufficient knowledge of the jobs of all subordinates (operatives, inspectors, security staff, cashiers and pit bosses) to allow the holder to wield effective control.

MANAGER CERTIFICATE (GREY)

Extract from Gaming Board Report, 1981

SCHEME FOR THE INTRODUCTION OF A NEW SUPERVISOR'S CERTIFICATE UNDER SECTION 19 OF THE GAMING ACT, 1968

Scope of the manager's certificate
(not necessarily exhaustive)

A manager should be capable of taking complete control of the operation of a casino and should have a considerable knowledge of gaming and of the duties of his subordinates. He or she might be responsible for any action under the following headings and sub-headings:—

Administration

(i) General administration including organisation and control of the casino. Casino accounting.
(ii) The working of the Gaming Act and the Regulations. The effect of other relevant legislation.
(iii) Staff recruitment and selecton. Their deployment, duties and records.
(iv) Business promotion (with special reference to advertising and section 2).
(v) Consent and licensing procedures. Liaison with local licensing magistrates (Schedule 2).
(vi) Other licences or permits required.
(vii) Certificates of approval issued under section 19.

Casino Games

(i) Rules of games permitted in the casino (S.I. 1970 No. 803)
(ii) Standards of equipment and maintenance (for example roulette wheels).
(iii) Layout of gaming area and any restrictions imposed by the licence.
(iv) Gaming staff, their deployment and duties including knowledge of the games.
(v) Gaming procedures.
(vi) Liaison with club members.

Security

(i) Control of casino security and security staff.
(ii) Local procedures.
(iii) General security considerations.

Catering

(i) Control and procedures.
(ii) Staffing.
(iii) Liquor licensing requirements.

General

(i) Health, safety and fire regulations.
(ii) Fire and safety drills and devices.
(iii) Liaison with Gaming Board inspectors, police, and fire and health authorities.

SECTION	GENERAL INFORMATION
TITLE	GENERAL SECURITY

Breach of the following rules will warrant summary dismissal unless there are mitigating circumstances.

1. SHOWING CLEAN HANDS
   All gaming staff must show clean hands by using a silent clap method in all circumstances where concealment of cash or chips could be possible e.g.
   a. Upon leaving the table.
   b. Before removing hands from the surface of the table e.g. to adjust uniform.
   c. Retrieving chips dropped on the floor.
   d. Opening up the winning number.

Note: Any member of staff holding a Gaming Certificate and who is found in possession of chips, other than in the normal course of dealing or float collection, will be liable to summary dismissal.

2. PLAYING WITH CHIPS
   Inspectors and Dealers may only handle chips as required in the normal course of play. Playing with chips, e.g. (shuffling chips) between or during spins or when the table is inoperative, is forbidden.

3. CALL BETS
   Bets called but not accompanied by cash or chips must not, under any circumstances, be accepted. Breach of this rule is in direct contravention of the Gaming Act 1968, Section 16. All cash bets must be repeated in detail, loud and clear for all at the table to hear and understand, and changed to chips and placed accordingly.

4. CHEATING
   Gaming staff must be aware of the possibility of cheating, either by customers or collusion by other members of staff and customers. Doubtful occurrences must be immediately brought to the attention of the General Manager, or in his absence the most Senior Manager on duty and/or the Regional Director.

5. LANGUAGE USED
   English is the only language to be used by Gaming staff when talking to customers and receiving instructions. The use of foreign language by Gaming staff on duty is expressly forbidden.

6. BREAKS
   The Dealer or Inspector must not leave the table unless permission has been given by the Pit Boss. After leaving the table the Dealer or Inspector should go immediately to the Staff Room, limiting his or her time on the Casino floor only for the collection of refreshments. Gaming staff are not allowed to leave the premises during their hours of work.

7. BUYING PROCEDURE
   Customers buying at the table must place the cash on the table. At no time should a Dealer accept cash or chips directly from the hand of a customer.
   a. All cash must be counted clearly, then announced by the Dealer.
   b. Under no circumstances will cash be returned to the player. Cash must be exchanged for chips.
   c. Cash must be securely deposited in the table cash-box, using the plunger provided and then recorded.

SECTION	GENERAL INFORMATION
TITLE	GENERAL SECURITY - Cont'd

Contravention of the following rules will lead to disciplinary action
(Details of which can be read in the Staff Handbook)

1. RECEIVING FLOATS FROM THE BANK
   The Dealer, when authorised to collect a float from the Bank, must make sure that he/she checks it correctly before receiving the float. Any shortages discovered after removal of the float from the Banks counter is strictly the personal responsibility of the Dealer.
   The member of Management or Pit Boss responsible for Gaming operations, must ascertain that the float is correct and in order at the table, before any game may commence.

2. RETURNING FLOATS TO THE BANK
   When a table is closed, the Dealer, in the presence of the Inspector, will prepare the chips to be checked and recorded by Management and remain at the table until Management recording has been completed. The Dealer appointed will then take the chips to the Bank when instructed to do so. The Dealer must not leave the Bank until the float is checked by the Banker in his presence. As in 1. above, the float, until checked and accepted by the Banker is the personal responsibility of the Dealer.

3. TRAINING TABLES
   Only with the prior authority of the General Manager or Senior Manager on duty may practice games take place during business hours.

4. AT THE CLOSE OF THE GAME
   At the close of the games, staff are not permitted to leave the Pit until the appropriate authority is given by the Management.

5. GAMING OPERATIONS
   Under no circumstances may a Dealer or Inspector leave the Gaming tables unattended or turn away from the float.

6. CARD GAMES, BACKGAMMON
   Under no circumstances are games permitted to be played in the staffrooms for money.

SECTION	GENERAL INFORMATION
TITLE	JOB DESCRIPTION — DEALER

TITLE:
Dealer

QUALIFICATIONS:
Operatives Certificate from the Gaming Board for Great Britain on the premises.

RESPONSIBLE TO:
Pit Boss and Inspector (during play)

OBJECTIVES
To ensure that all gaming operations are carried out to the highest standard of efficiency, security and customer service in accordance with:

a. the policies and procedures contained in the Manual of Gaming Procedures.
b. The Gaming Act 1968.

DUTIES

1. To have sound working knowledge of the Gaming Manual.
2. To deal the games maintaining at all times the correct gaming procedures laid down in the Gaming Manual.
3. To clean and prepare the gaming tables prior to operation and maintain the general tidyness of the gaming tables during business, e.g. keeping handbags, drinks and food etc. off the tables.
4. To receive, check and sign for the cash chip floats prior to opening gaming tables.
5. To receive, check and sign for 'change', 'extra floats' and credit slips as required by the table.
6. Ensure all monies and bets are clearly and audibly announced in accordance with procedures.
7. All transactions to be supervised by Inspector.
8. Under no circumstances leave the table unattended, or turn away from the float.
9. Accept advice and direction given by the Inspector in charge of the table.
10. Adopt and maintain the correct approach when dealing, e.g. showing the interest and concentration required to provide the necessary control of the game.
11. Report any discrepancies or any incidents of a doubtful nature to the Management.
12. To liaise and co-operate with colleagues whilst dealing to ensure smoothness and efficiency in the running of the gaming tables.
13. Keep inspector informed by means of a clear commentary on all operations and transactions.
14. On being relieved, pass relevant information to incoming dealer.
15. Display a courteous attitude to Casino customers at all times, listen with patience and whenever required, provide brief explanations of the game.
16. If there are any disputes or arguments whatsoever concerning a customer refer it to the Inspector.
17. At the close of the game prepare the remaining cash chips float for counting to check it, sign the required documentation and return it to the Casino bank.
18. Be prepared for cash count at the end of operations as and when required by Casino Management.

SECTION	GENERAL INFORMATION
TITLE	JOB DESCRIPTION — INSPECTOR

TITLE:
Inspector

QUALIFICATIONS:
Minimum age of 21, at least 18 months experience and holder of an Inspector's Certificate as issued by the Gaming Board for Great Britain.

RESPONSIBLE TO:
Pit Boss

RESPONSIBLE FOR:
Dealers on the tables.

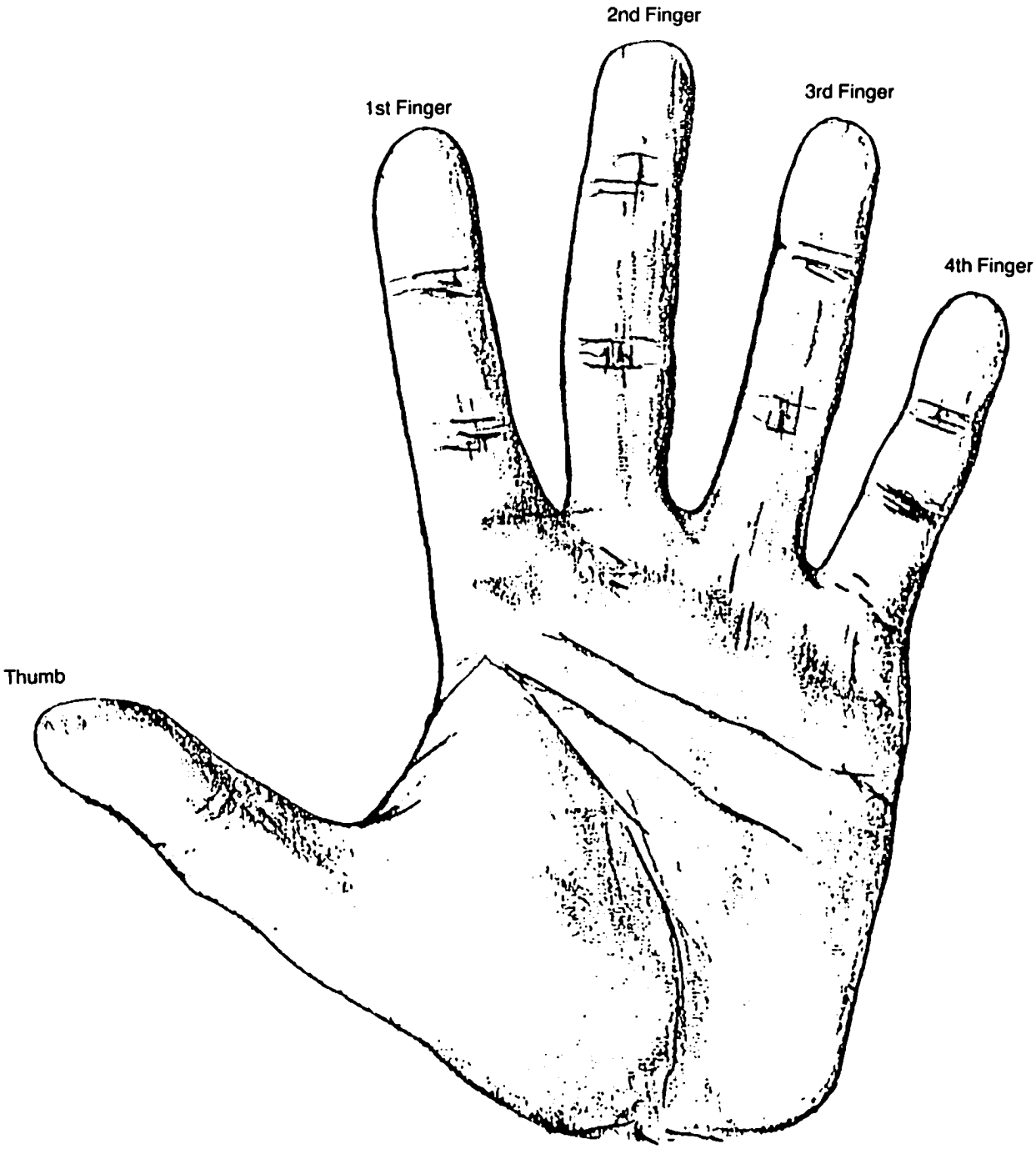
OBJECTIVES:
Supervision of the tables in order to ensure the highest standards of efficiency, security and customer service in accordance with:

a. the policies and procedures contained in the Manual of Gaming Procedures.
b. The Gaming Act 1968.

DUTIES

1. To check the cash chip float on the table and ensure float is correct before commencing gaming.
2. To ensure the tables are clean and in good operating order prior to and during games.
3. To ensure that the dealer deals the game in accordance with the Gaming Manual and performs to the standard required by the Company.
4. Provide instructional guidance, to improve and maintain standards of dealing referred to in the Gaming Manual.
5. To supervise all transactions taking place on the tables, record the cash drop correctly and maintain an awareness of tables win or loss results. Ensure Pit Boss and/or Management are informed as required.
6. To check all pay-outs to ensure they are correct both in amounts and having been made up in the right denominations.
7. To ensure good table security, be alert against cheating by players and dealers possibly involving collusion by both.
8. Notify Pit Boss or Management immediately of any incidents either detected or of a doubtful nature.
9. At shift change or break relief, inform incoming Inspector of any relevant details to include table results, nature of players and incidents to note.
10. To ensure that 'no more bets' call is observed at all times and that no more bets are added, deducted or changed after it has been given.
11. To confirm all 'place bets' announced by the dealer by repeating them loud and clear.
12. Ensure that the dealer manages the table float efficiently and informs the Pit Boss of any "change" or "extra floats" required and see that these are allocated accordingly.
13. To complete all required documentation correctly and sign accordingly.
14. To 'read' the needs of the game in progress at all times, and liaise with Pit Boss to help and ensure that the dealers with appropriate experience are allocated accordingly.
15. At the close of a game remain at the table to check the remaining cash chip float.
16. Assist in the cash count at close of business as required by Management.
17. Deal with all customers in a polite manner and ensure that the dealer displays the same attitude at all times.
18. Provide brief explanations required to the players about our games.
19. As required, settle minor disputes that may arise and report all unsettled claims to the Pit Boss or Management immediately.
20. To perform the duties and function of a dealer if and when required.
21. Co-operate with the Pit Boss and Management to help ensure efficient operation of the gaming tables and the Casino and to carry out duties as requested.

HAND ILLUSTRATION



PART 2

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SECTION	THE GAME IN GENERAL	
TITLE	INSTRUMENTS OF PLAY	AR(1)

WHEEL

American or French type and numbered from zero to thirty-six. Each number, apart from zero, is coloured Red or Black alternatively.

CHIPS OR CHECKS

The Chips are exchanged for money and used for placing bets or wagers. They are stacked in twenties against the wheel and they are of two main types, the cash chips marked with denominations of value and the wheel (or colour) chips which can be taken for a chosen value. The wheel chips of a set, each bear the same distinguishing emblem or mark to differentiate them from wheel chips of other sets in use at other tables. Each set is subdivided into various colours for player identification.

ROULETTE BALL & DOLLY

ROULETTE TABLE AND LAYOUT

The layout is numbered from zero to thirty-six and the colour of each number corresponds to that of the wheel.

CASH CHIPS

They bear a fixed value such as 25p, 50p, £1, £5, £25, £50, £100 and they may be used to place bets on any table.

WHEEL CHIPS

A player wishing to use wheel chips is allocated chips of one colour and is required before play to declare the denomination of value he wishes each of these wheel chips to represent. This value is clearly indicated by a corresponding marker at the marker tree.

NON NEGOTIABLE CHIPS

Non-negotiable chips (or plaques) are issued from the Casino's Bank only in exchange for cash or cheques. They can be changed at the gaming tables for wheel or cash chips.

PREPARATION OF EQUIPMENT BEFORE PLAY

Before commencement of play on each day, it is the Duty Manager's responsibility to check the following:

1. Bias in wheels with a spirit level and slot gauge.
2. Tables and Wheels have been properly cleaned.
3. Lights are working and tables correctly aligned.
4. Colour Chips are placed in same order as marker tree.
5. If Stacking Machine is used, that it is switched on at least 30 minutes before programming, and that programming is properly set.
6. There are two Roulette balls available.
7. That a dolly and cash markers are available.
8. There is a drop meter (clicker) and that it is zeroed.
9. Cash boxes are securely in position.
10. Correct floats and documentation are issued to appropriate tables.

SECTION	THE GAME IN GENERAL	
TITLE	GAMING PERSONNEL	AR(2)

THE DEALER (DUTIES AS PER JOB DESCRIPTION)

Stands directly opposite the layout, accepts bets placed by the players, spins the ball in the wheel, announces the winning number, clears all the losing bets and pays the winning ones. He conducts all transactions taking place at the table.

THE CHIPPER

Stands alongside the dealer, picks up the chips swept away to the apron and keeps this in order. On a table where there is no chipper, the dealer is expected to perform both the dealing and chipping functions.

THE CHIPPER MUST:

1. Ensure all stacks are 'clean' and in 20's.
2. Allow dealer free movement.
3. Be aware of the game and help the dealer whenever possible e.g. passing rearmost stacks etc.
4. Maintain awareness of chipping requirements on other tables.

THE CHIPPER MUST NOT:

1. Make up payments.
2. Engage in 'Chit Chat' on or between tables.
3. Play with Chips.
4. Confuse the dealer by voicing opinions as to payout totals.
5. Pick up Chips from the floor.

THE INSPECTOR (DUTIES AS PER JOB DESCRIPTION)

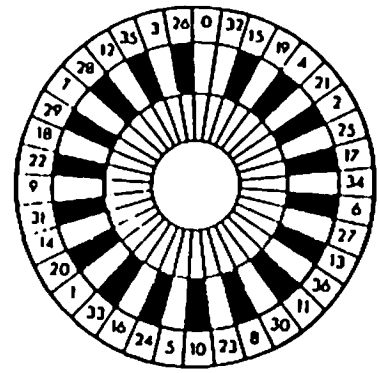
Supervises the whole operation by directing the dealer and chipper respectively and ensuring that all dealing actions are carried out correctly and according to the existing rules and regulations. The Inspector has the final say on all issues relating to the game in progress (apart from the Pit Boss/Management) and he may supervise one or more tables at a time.

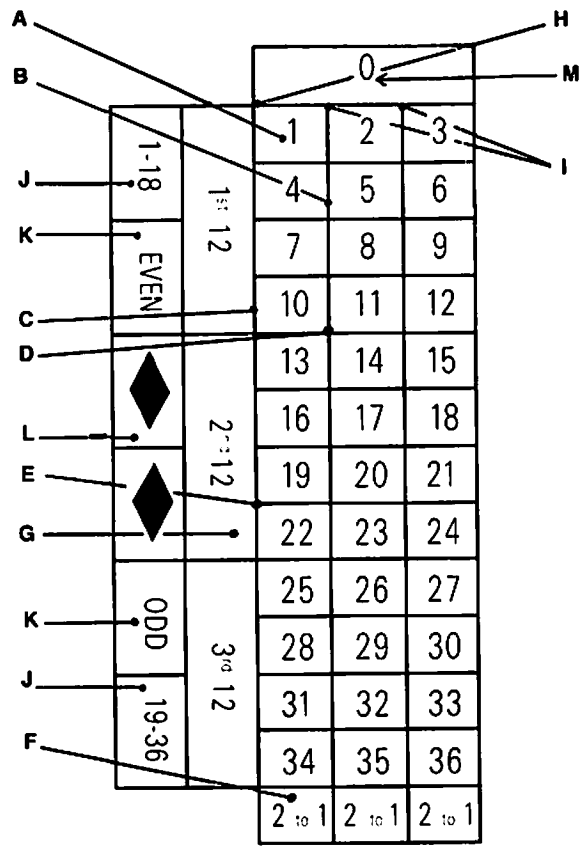
SECTION	THE GAME IN GENERAL	
TITLE	BASIC BETS, ODDS AND RULES OF PLAY	AR(3)

BASIC BETS AND ODDS

Diagram A illustrates the roulette wheel and layout and the ways in which bets (wagers) may be placed.

Diagram A





SECTION	THE GAME IN GENERAL
TITLE	BASIC BETS, ODDS AND RULES OF PLAY AR(3) Cont'd

A. (Straight up) covers one number and pays 35:1.
B. (Split) covers two numbers and pays 17:1.
C. (Street) covers three numbers and pays 11:1.
D. (Corner) covers four numbers and pays 8:1.
E. (Six-line) covers six numbers and pays 5:1.
F. (Column) covers twelve numbers and pays 2:1.
G. (Dozen) covers twelve numbers and pays 2:1.
H. (First four) covers 0,1,2,3 and pays 8:1.
I. 0,1,2 or 0,2,3 three numbers and pays 11:1.
J. Low (1–18) or High (19–36) pays 1:1.
K. Even or Odd pays 1:1.
L. Red or Black pays 1:1.
M. Zero (straight up) covers one number and pays 35:1.

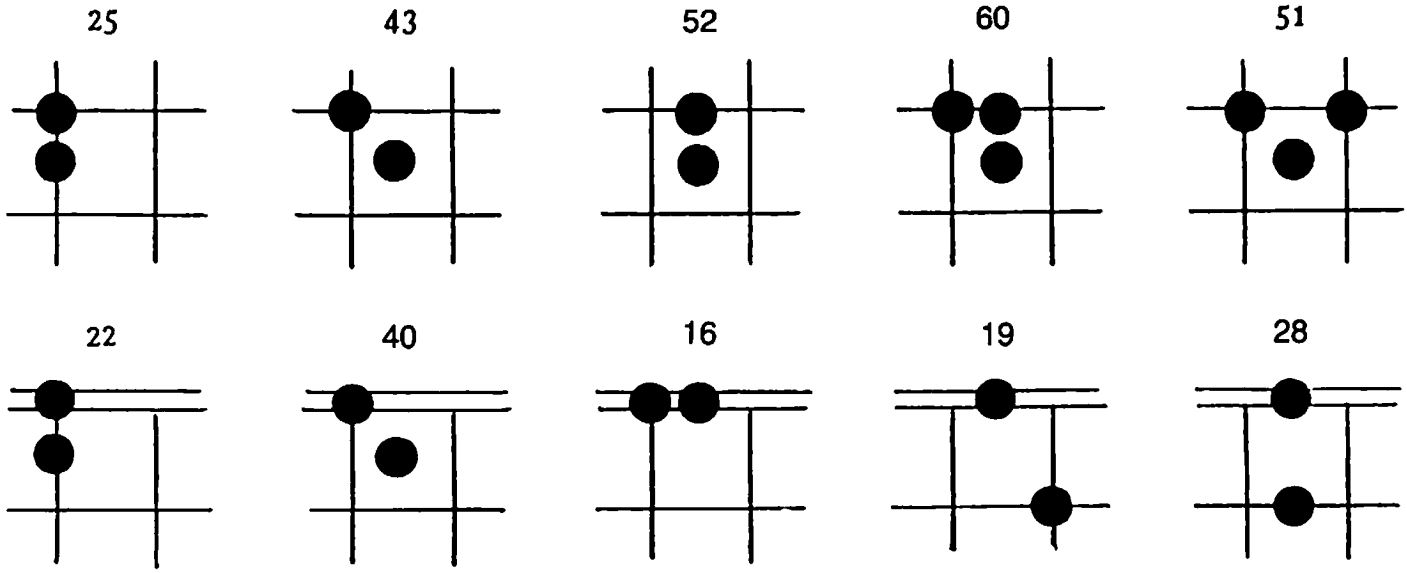
RULES OF PLAY

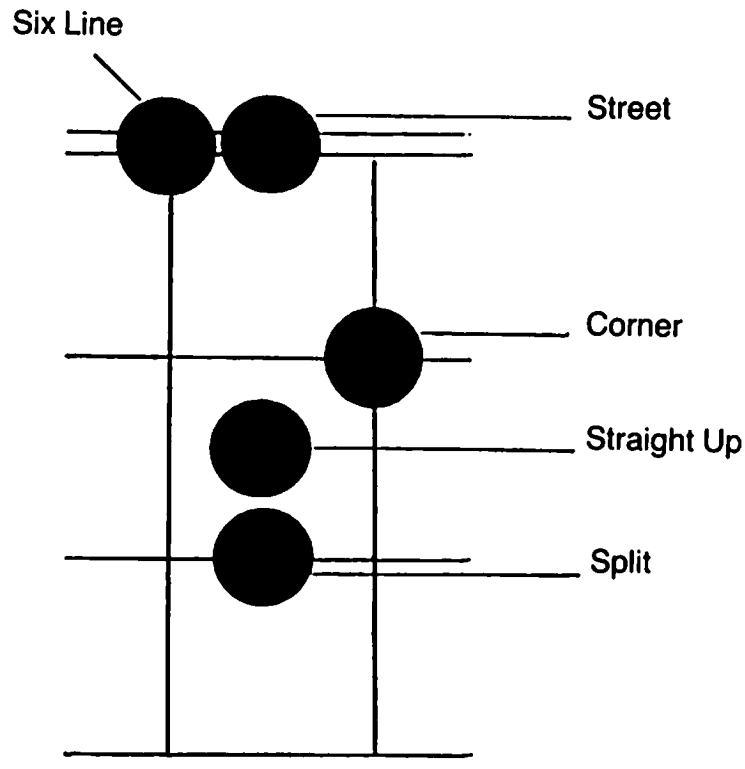
1. Wagers may be placed with cash chips with denominations of value marked or by wheelchips (colour chips), or cash. Cash must be changed immediately. In the case when there is no time to accept such bets i.e. when the ball has dropped cash will be treated for change only.
2. Each table shall have a different design of wheelchips and they will only be accepted at the corresponding table. The sets in each table will be of various colours.
3. A player wishing to use wheelchips shall be allocated chips of one colour, and shall be required, before change is made, to declare the value he wishes each of those wheelchips to represent.
4. This value shall be clearly indicated by a corresponding marker at the table.
5. All values except the minimum shall be marked up.
6. If a player wishes to alter the value of the wheelchips he is playing he must be requested to cash in any remaining chips and wherever possible, a new colour should be used for the amended value.
7. If a new colour is not available, then the dealer must ensure that all chips of that colour are cashed in, before reissuing them at the amended value.
8. The Inspector must acknowledge any such transaction.
9. No wager may be placed, changed or withdrawn after 'NO MORE BETS', has been announced for the second time. A winning wager may be withdrawn before the next spin.
10. Wagers orally declared shall be accepted only if accompanied by the placing of sufficient cash chips, wheelchips or cash on the table to cover the wager and confirmed orally by Croupier and Inspector.
11. The player must ensure that any instructions he gives are correctly carried out. Wagers shall be settled strictly in accordance with the position of chips (or as orally declared and confirmed) when the ball falls to rest in a compartment in the wheel.
12. The maximum and minimum wagers permitted shall be shown on a notice at the table.
13. Partnerships with a view to exceeding the maximum stakes shall not be permitted and must be brought to the Management's attention IMMEDIATELY.

SECTION	COUNTING	
TITLE	5,8,11,17,35 TABLES	AR(4)

NUMBER OF CHIPS	SIX LINE	CORNER	STREET	SPLIT	STRAIGHT UP
1	5	8	11	17	35
2	10	16	22	34	70
3	15	24	33	51	105
4	20	32	44	68	140
5	25	40	55	85	175
6	30	48	66	102	210
7	35	56	77	119	245
8	40	64	88	136	280
9	45	72	99	153	315
10	50	80	110	170	350
11	55	88	121	187	385
12	60	96	132	204	420
13	65	104	143	221	455
14	70	112	154	238	490
15	75	120	165	255	525
16	80	128	176	272	560
17	85	136	187	289	595
18	90	144	198	306	630
19	95	152	209	323	665
20	100	160	220	340	700
21	105	168	231	357	735
22	110	176	242	374	770
23	115	184	253	391	805
24	120	192	264	408	840
25	125	200	275	425	875

SECTION	COUNTING	
TITLE	PATTERN BETS	AR(5)





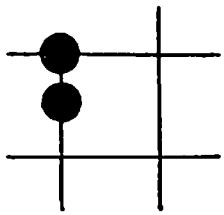
ORDER OF PAY

Six Line	5:1
Street	11:1
Corner	8:1
Split	17:1
Straight Up	35:1

Stakis Casinos

SECTION	COUNTING	
TITLE	PATTERN BETS	AR(5) Cont'd

25



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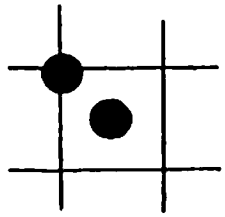

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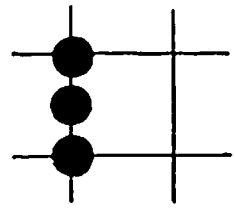

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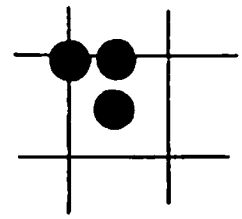

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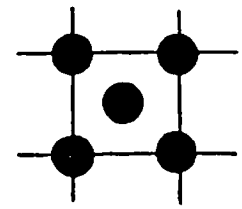

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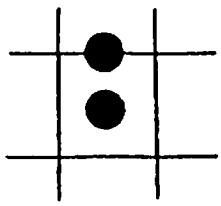

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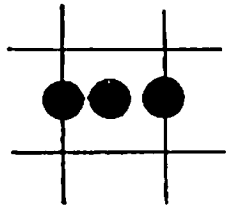

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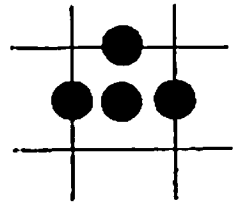

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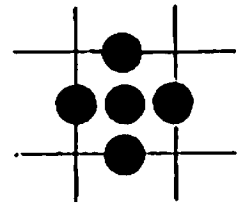

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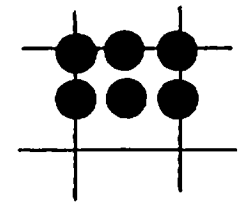

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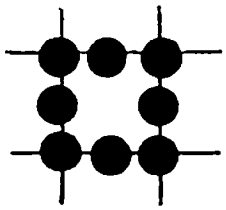

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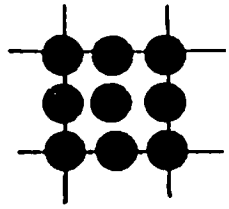

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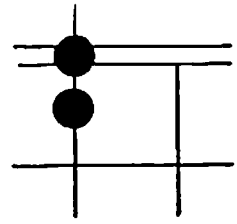

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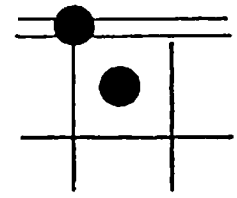

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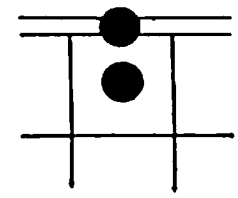

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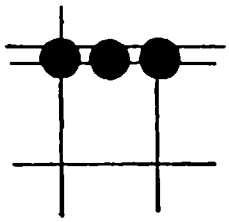

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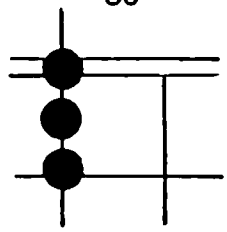

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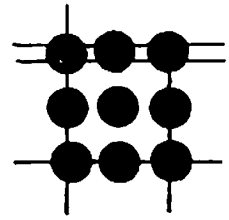

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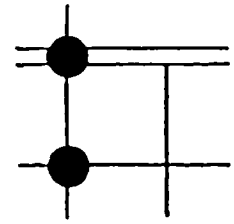

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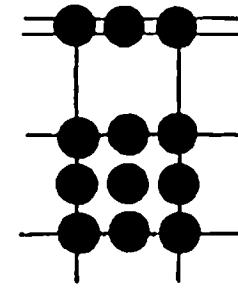

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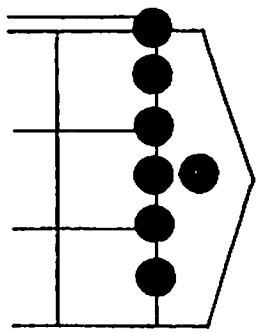


SECTION	COUNTING	
TITLE	CONVERSIONS	AR(6)

STACK METHOD

Note: A full stack of chips = 20 Chips
A full stack of 25p chips = 1 x £5 Chips = £5
A full stack of 50p chips = 2 x £5 Chips = £10
A full stack of £1 chips = 4 x £5 Chips = £20

EXAMPLE 1

Payout of 348 (25p) Chips
Deduct the short stack ie. 8 chips from the total
348 — 8 = 340 Chips
Divide the remaining by 20 to determine the number of full stacks.

$$\frac{340}{20} = 17 \text{ Stacks}$$

The Payout is 8 chips + 17 Stacks
If there are only five stacks of chips available how many £5 chips to complete the payout?
8 Chips + 4 Stacks + 13 x £5 Chips

EXAMPLE 2

Payout of 432 (50p) Chips
Deduct the short stack i.e. 12 chips from the total.
432 — 12= 420 Chips
Divide the remaining by 20 to determine the number of full stacks

$$\frac{420}{20} = 21 \text{ Stacks}$$

The payout is 12 chips + 21 Stacks

If there are only six stacks of chips available how many £5 chips to complete the payout?
12 Chips + 5 Stacks + 32 x £5 (i.e. 16 x 2) Chips.

EXAMPLE 3

Payout of 432 (£1) Chips
Proceed as in example (2) above to arrive at the following payout.
12 Chips + 5 Stacks + 64 x £5 (i.e. 16 x 4) Chips

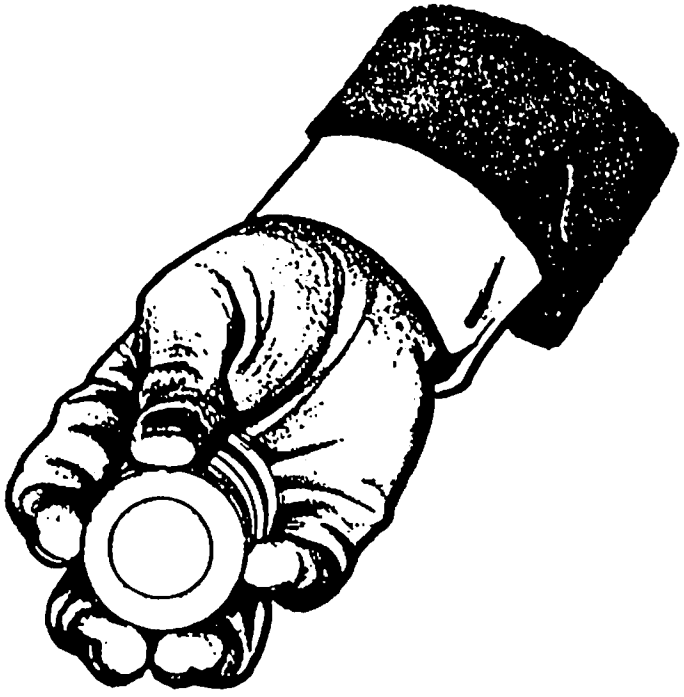
SECTION	CHIPWORK	
TITLE	FEELING STACKS OF 20 CHIPS	AR(7)

A FULL STACK

Twenty Chips

HOLD THE STACK

With fingers positioned as shown in diagram i.e. 1st finger 12 o'clock position, 4th finger 6 o'clock, 2nd and 3rd finger 2 and 3 o'clock respectively and thumb 9 o'clock (classic position).



LIFT THE STACK UP

Feel the number of chips held i.e. 20.

PLACE THE STACK DOWN

Ensure the stack is straight and neat by running the fingers upwards and squeezing the chips together.

APPLY THE TECHNIQUE USING THREE FULL STACKS

Using one stack as a guide and put the other two together to form a double stack. Feel for 20 chips as described above and check these by placing the stack against the guide.

REPEAT THE EXERCISE WITH THE OTHER HAND

SECTION	CHIPWORK	
TITLE	PICKING UP CHIPS	AR(8)

TO PICK ONE CHIP UP

Lift the chip off the layout by pressing its edge with the thumb and ensuring the hand remains upright.

TURN THE CHIP

With the 1st Finger and Thumb

SECTION	CHIPWORK	
TITLE	PICKING UP CHIPS	AR(8) Cont'd

PUSH IT INSIDE THE PALM

With the Thumb and holding it with the remaining fingers.

REPEAT THIS WITH THE OTHER HAND

i.e. Pick one chip up.

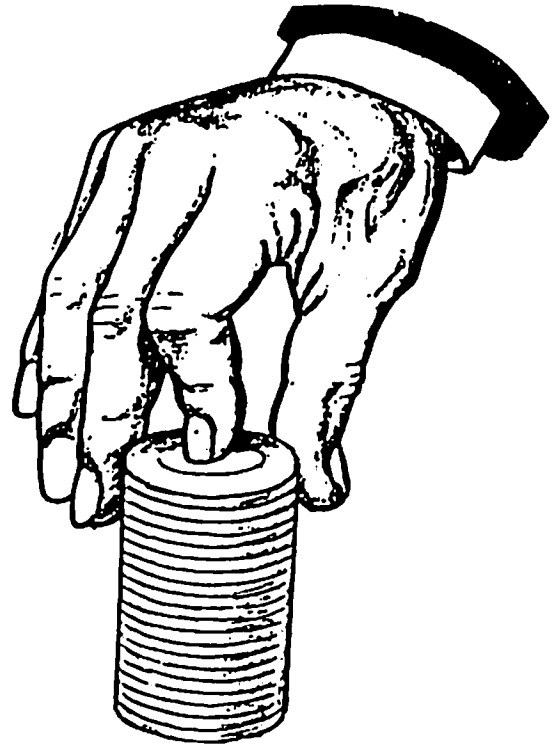
APPLY THE TECHNIQUE USING ONE, TWO, THREE STACKS OR MORE

Spread one full stack of chips on the layout and pick these up using alternate hands. Repeat the exercise with two, three, four, five stacks etc. each time feeling for twenty chips. Ensure the stacks are twenties, straight and neat.

SECTION	CHIPWORK	
TITLE	PICKING CHIPS OFF A STACK	AR(9)

REACH FOR THE STACK AND POSITION THE FINGERS CORRECTLY

1st Finger on top, Thumb 2nd and 3rd finger on either side of the chips.



FEEL THE NUMBER OF CHIPS REQUIRED e.g. ONE, TWO, THREE, FOUR OR FIVE AND LIFT

With Thumb, 2nd and 3rd finger.

SECTION	CHIPWORK	
TITLE	PICKING CHIPS OFF A STACK	AR(9) Cont'd

REPEAT THE EXERCISE WITH THE OTHER HAND

Check and ensure the number of chips picked is correct each time.

SECTION	CHIPWORK	
TITLE	SPREADING CHIPS	AR(10)

PICK THE NUMBER OF CHIPS REQUIRED e.g. TWO, THREE, FOUR OR FIVE

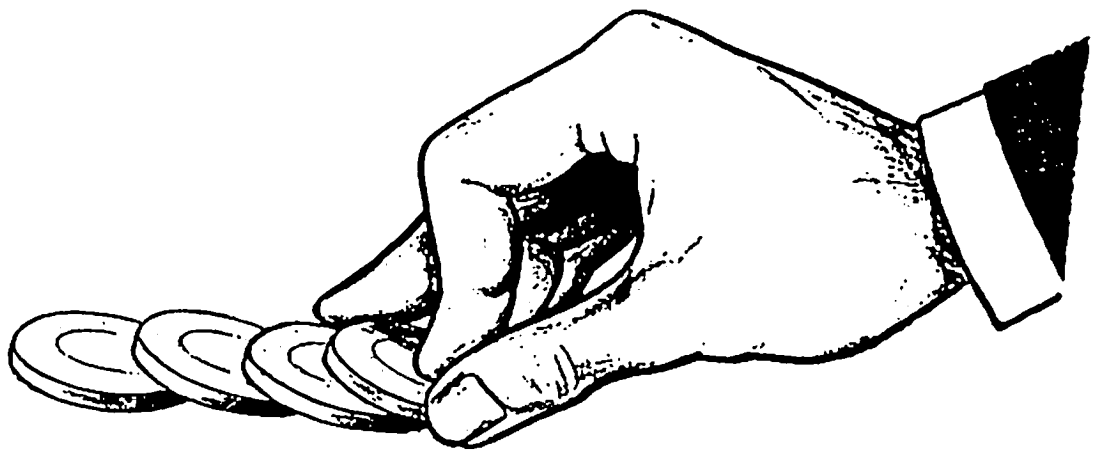
See method for picking chips off a stack AR(9).

TILT THESE AGAINST THE LAYOUT

With Thumb and 2nd Finger.

SPREAD THEM

With Thumb and 2nd finger and ensuring the 1st finger is on top to keep the chips in position.



SECTION	CHIPWORK	
TITLE	SPREADING CHIPS	AR(10) Cont'd

SHOW OPEN HAND AND CHECK

Move the hand slightly back and turn it upside down with the palm facing up and keeping the fingers straight and pointing out to the chips. Check these and ensure the number is correct.

SLIDE THEM BACK IN POSITION

By pushing the chips forward with the 4th finger and keeping the rest of the fingers straight.

REPEAT THE EXERCISE WITH THE OTHER HAND

SECTION	CHIPWORK	
TITLE	CUTTING INTO CHIPS	AR(11)

LIFT A STACK UP

With the fingers positioned as shown below i.e. 1st finger 12 o'clock position, 4th finger 6 o'clock, 2nd and 3rd finger 2 & 3 o'clock respectively and thumb 9 o'clock.

BRING IT ALONG TO THE GUIDE i.e. SHORT STACK OF CHIPS

Push it against the guide (hit) with the 4th finger and lift the 1st finger up at the same time.

SECTION	CHIPWORK	
TITLE	CUTTING INTO CHIPS	AR(11) Cont'd

REMOVE EXCESS CHIPS

By pushing these back with the 1st finger and ensuring this is kept straight.

Ensure the number of chips cut is the same level as the guide.

TRY CUTTING INTO VARIOUS NUMBER OF CHIPS

i.e. one, two, three, four, five etc.

REPEAT THE EXERCISE WITH THE OTHER HAND

SECTION	CHIPWORK	
TITLE	CUTTING DOWN CHIPS	AR(12)

LIFT A STACK UP

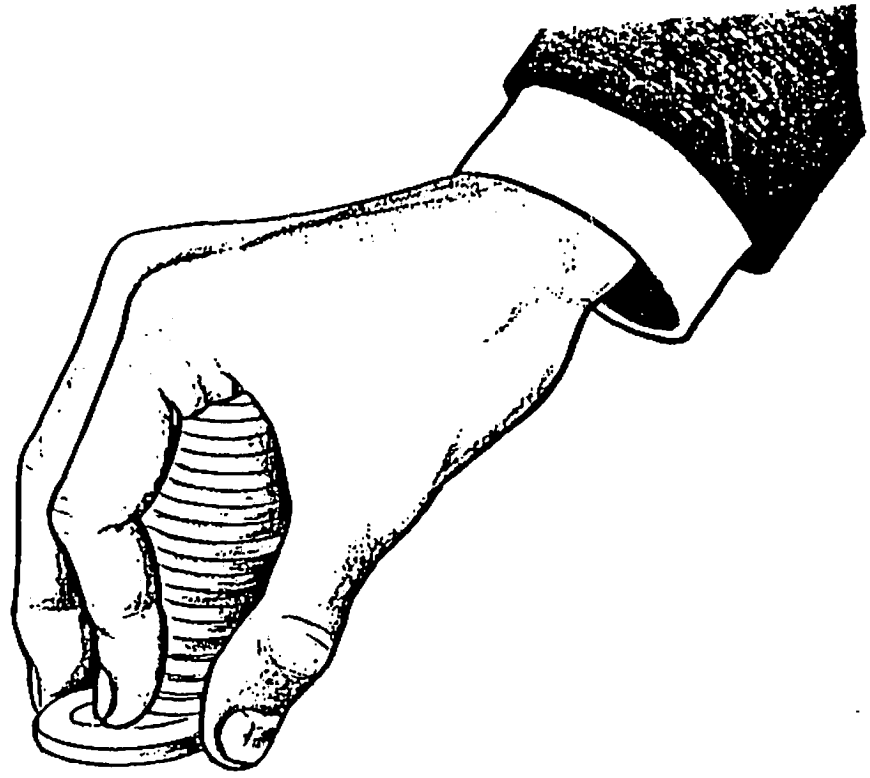
With the fingers positioned as shown in the previous exercise, i.e. cutting into chips (classic position).

FEEL FOR e.g. ONE CHIP

With the thumb, 2nd, 3rd finger.

SEPARATE THE CHIP OUT

By pushing the excess chips back with the 1st finger against the 4th finger. Ensure the 1st finger is kept straight.



PLACE THE CHIP DOWN AND CHECK IT

TRY CUTTING DOWN VARIOUS NUMBERS OF CHIPS

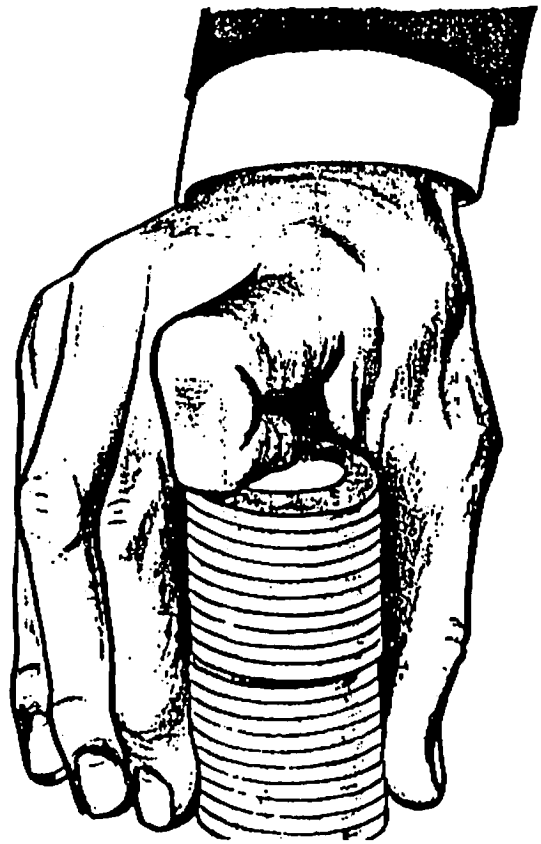
i.e. Two, Three, Four, Five.

REPEAT THE EXERCISE WITH THE OTHER HAND

SECTION	CHIPWORK	
TITLE	PENCILLING CHIPS OFF	AR(13)

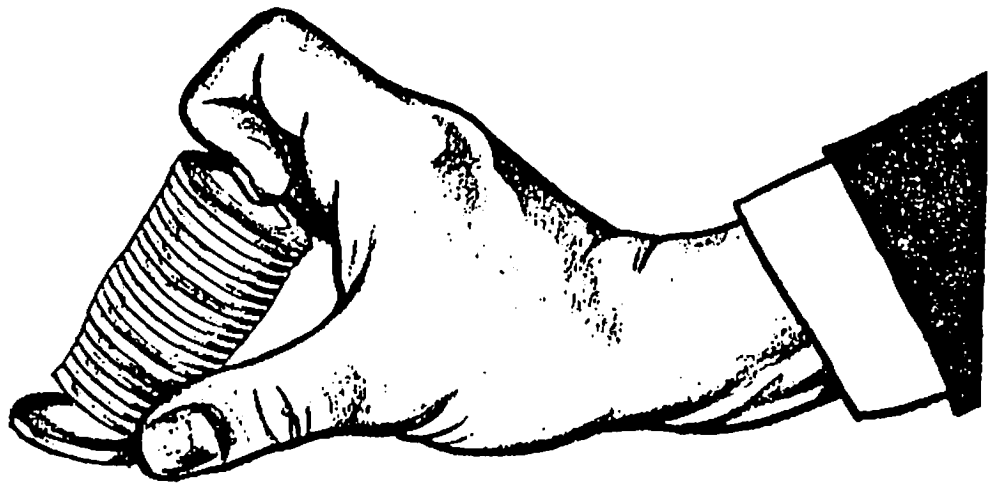
HOLD THE STACK

With the 1st finger pressing on top to hold the chips in position and the thumb and 2nd finger stretched down to the bottom and holding the stack on either side.



TILT THE STACK

With 2nd finger and thumb.



SECTION	CHIPWORK	
TITLE	PENCILLING CHIPS OFF	AR(13) Cont'd

RELEASE THE NUMBER OF CHIPS REQUIRED e.g. One, Two, Three, Four or Five

By easing the pressure applied to the bottom and feeling the number of chips released with the thumb and 2nd finger.

CHECK

Ensure the number of chips released is correct.

REPEAT THE EXERCISE WITH THE OTHER HAND

Complete the stack first.

SECTION	CHIPWORK	
TITLE	PUSHING STACKS	AR(14)

AT ALL TIMES

—Ensure the stacks are straight and neat and positioned correctly with the leading stack pointing towards the direction of the push.

—Position the fingers correctly.

—Short stacks up to 12 chips inclusive are placed on top of the full stacks and those stacks made up of 13 chips or more are placed down to the front and to the Inspector's side.

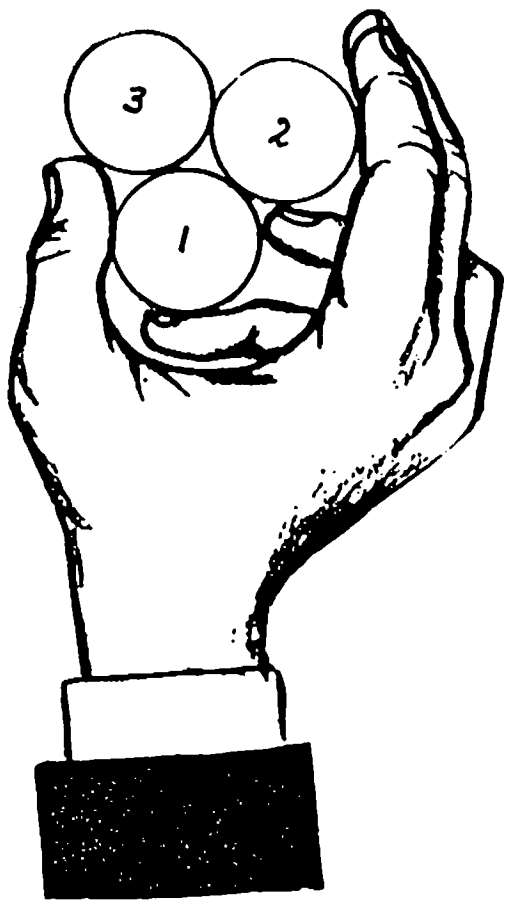
SECTION	CHIPWORK	
TITLE	PUSHING STACKS	AR(14) Cont'd

ONE STACK

Hold this as in 'pencilling chips off' AR(13).
Lift it and pass it across.

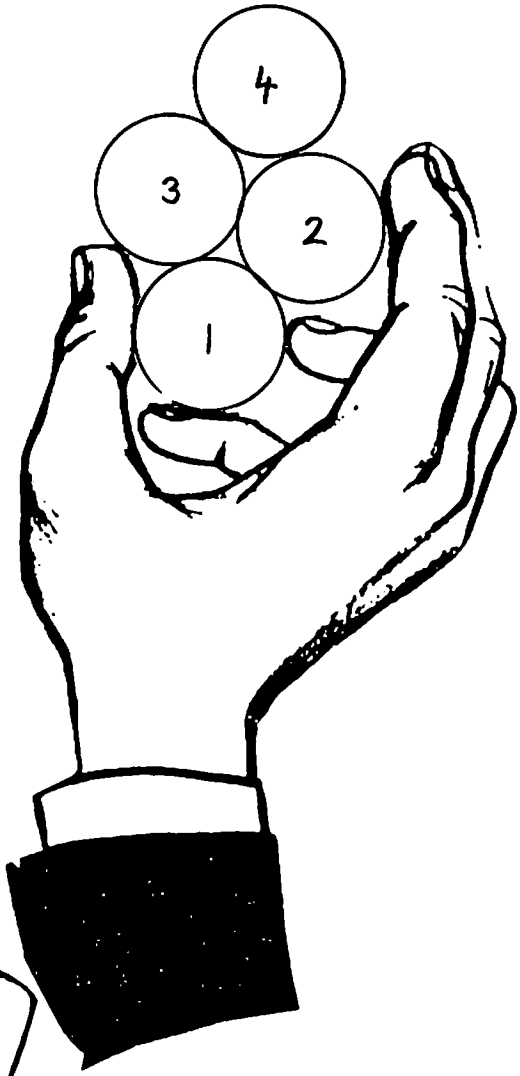
TWO STACKS

THREE STACKS

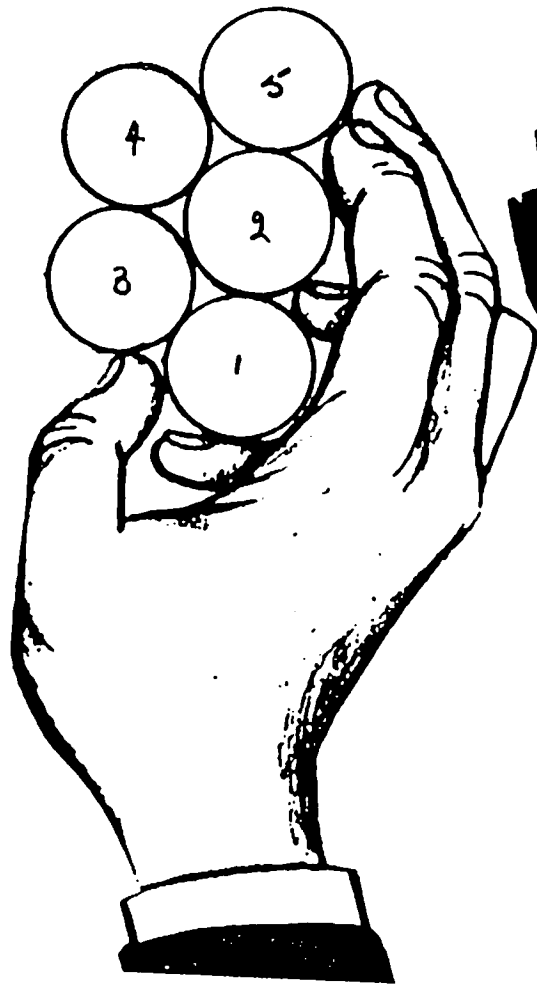


SECTION	CHIPWORK	
TITLE	PUSHING STACKS	AR(14) Cont'd

FOUR STACKS

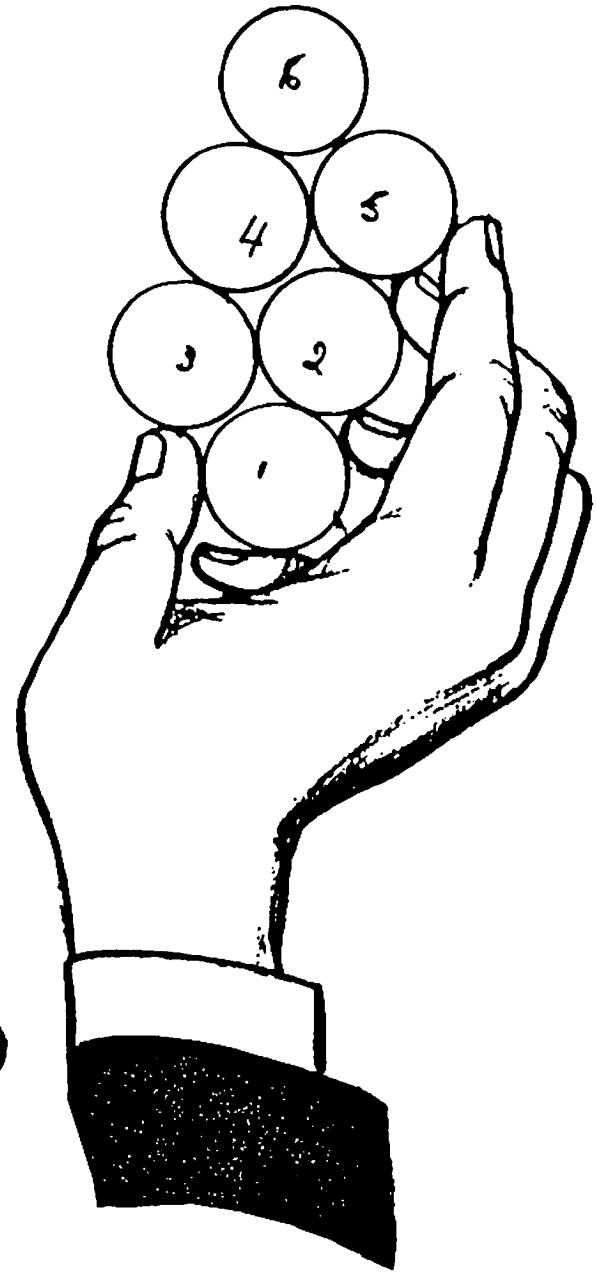


FIVE STACKS

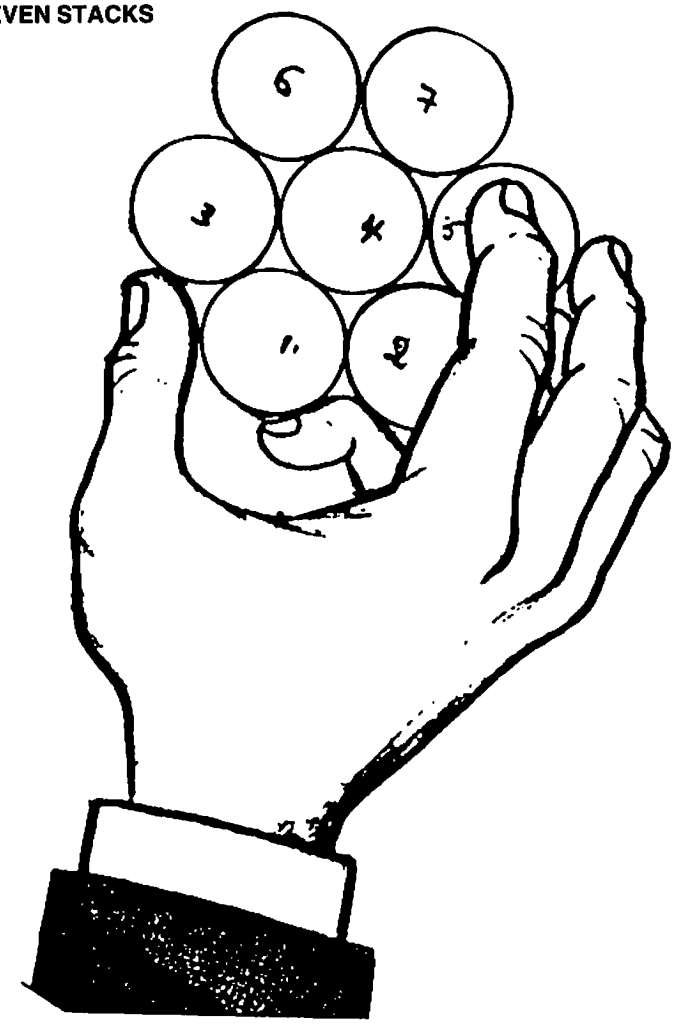


SECTION	CHIPWORK	
TITLE	PUSHING STACKS	AR(14) Cont'd

SIX STACKS

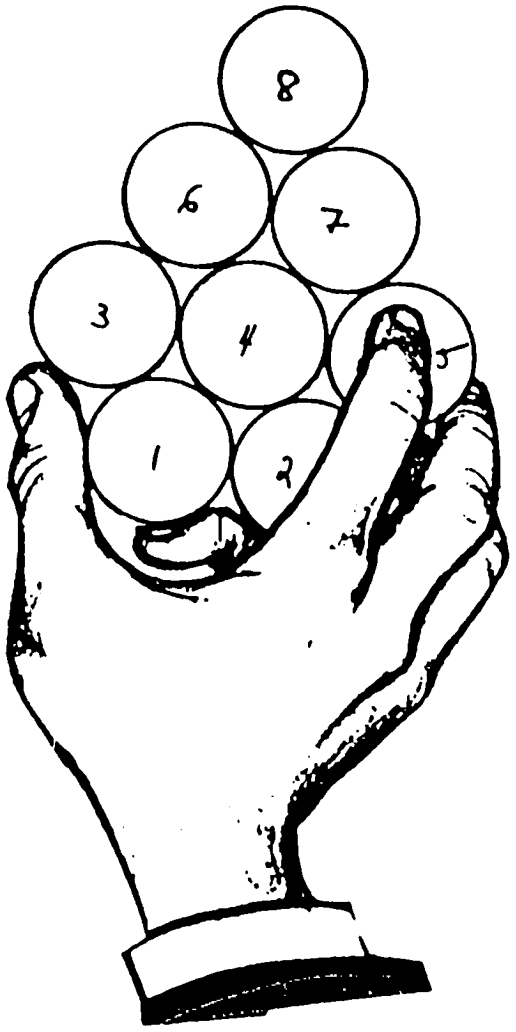


SEVEN STACKS

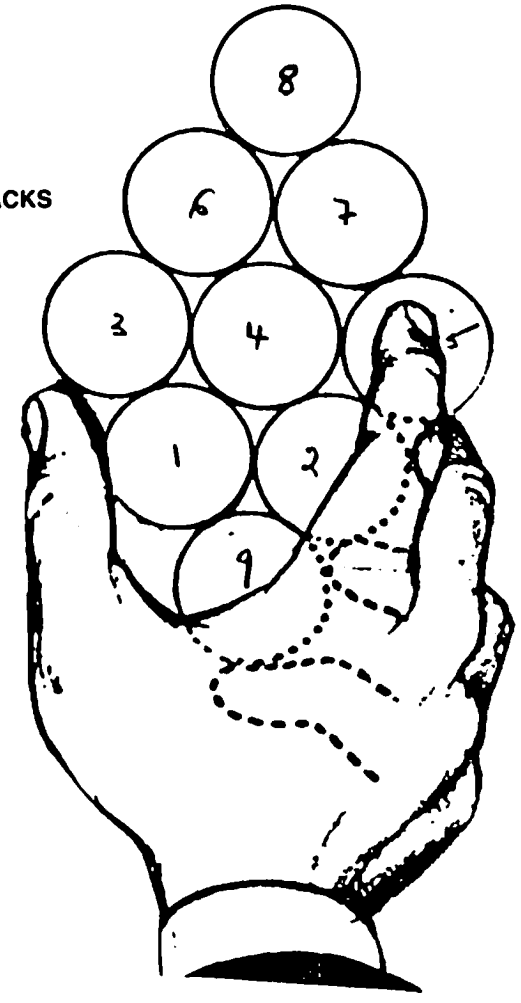


SECTION	CHIPWORK	
TITLE	PUSHING STACKS	AR(14) Cont'd

EIGHT STACKS



NINE STACKS



SECTION	PAYOUTS	
TITLE	OPENING UP THE WINNING NUMBER	AR(15)

WHEN

After the columns dozens and outside bets have been paid.

SPREAD THE CHIPS

Whenever the number of chips is four or less spread these (see spreading chips technique AR(10)) or separate them out with the thumb and 2nd finger.

STEP THE CHIPS

Whenever the number is five or more, cut (see cutting down chips AR(12)) and step these in fives and in their denomination.

SLIDE THE CHIPS BACK IN POSITION

After all payouts have been completed.

WINNING BETS MADE UP OF MIXED COLOUR CHIPS

These should be spread out.

SECTION	PAYOUTS	
TITLE	ORDER OF PAY	AR(16)

OUTSIDE BETS

Pay all column bets with the outside hand only and by cutting into these bets.

Pay even chance bets together with the respective dozen using alternate hands and by cutting into these bets.

N.B. — All even chances will be 'hit' but not capped.

All columns/dozens will be hit and not bridged.

SECTION	PAYOUTS	
TITLE	ORDER OF PAY	AR(16) Cont'd

WHEN ZERO IS THE WINNING NUMBER

Bets on even chances will be cut in half with the 'outside hand' (i.e. the one furthest to the wheel).

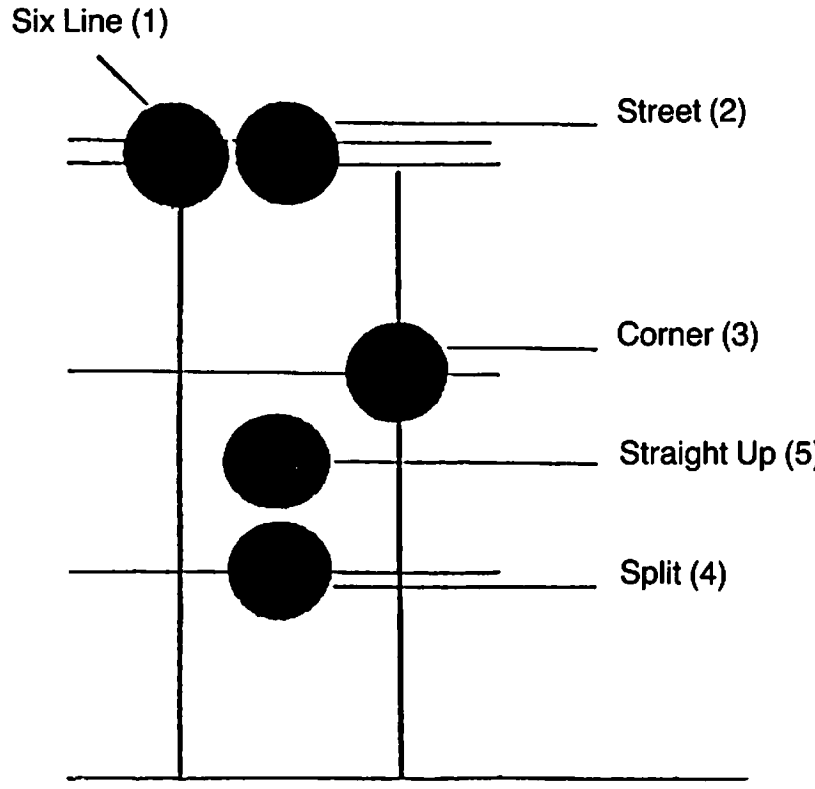
The inside portion of the halved stakes will be taken with the 'inside hand' (i.e. the one nearest to the wheel).

Where change is required to take half of a stake, the change will be made up and proved in the payout area, and using the 'outside hand' placed alongside the stake. The 'inside hand' then removing the stake.

Bets that are below the table minimum as a result of being halved, must be removed or made up to the minimum by the customer.

ORDER OF PAYING NUMBER BETS

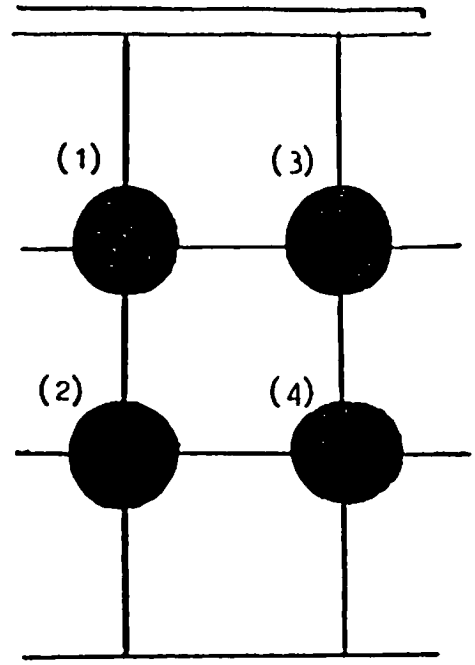
First Consideration, Are these sixlines, streets, corners, splits and straight ups, pay in order 1,2,3,4 and 5.



SECTION	PAYOUTS	
TITLE	ORDER OF PAY	AR(16) Cont'd

RIGHT HAND LAYOUT

Second Consideration, e.g. when two or more bets are corners, splits etc. pay the bets following the directions, columns to the wheel and dozens to the dealer i.e. Pay in order 1,2,3,4. (Reverse the order for left hand tables).



Third Consideration, i.e. when two or more bets are on the same position pay from top to bottom.

SECTION	PAYOUTS	
TITLE	MODE OF CUTTING DOWN CHIPS	AR(17)

ALL CHIPS BOTH CASH AND COLOUR AND VALUED AT 25p 50p and £1

Cut these down with the inside hand as outlined below:

1 to 5 - Cut down or pick from stack
6 - Cut down 2 x 3
7 - Cut down 2 x 3 + 1
8 - Cut down 2 x 4
9 - Cut down 2 x 4 + 1

SECTION	PAYOUTS	
TITLE	MODE OF CUTTING DOWN CHIPS	AR(17) Cont'd

10 - Cut down 2 x 5
11 - Cut down 2 x 5 + 1
12 - Cut down 3 x 4
13 - Cut down 3 x 4 + 1
14 - Pencil off 2 x 3
15 - Pencil off 5
16 - Pencil off 4
17 - Pencil off 3
18 - Pencil off 2
19 - Pencil off 1
20 - Leave stack as it is

WHEN PAYING OUT MORE THAN ONE STACK

Bring the full stacks into the payout area and deduct up to six chips from the top of the leading stack using the outside hand.

ALL CHIPS BOTH CASH & COLOUR AND VALUED AT £5, £100

Cut down these with the inside hand as outlined below and spread for proving.

1 to 5 - Cut down or pick from a stack and spread
6 - Cut down 2 x 3
7 - Cut down 2 x 3 + 1
8 - Cut down 2 x 4
9 - Cut down 2 x 4 + 1
10 - Cut down 2 x 5
11 - Cut down 2 x 5 + 1
12 - Cut down 3 x 4
13 - Cut down 3 x 4 + 1
14 - Cut down 3 x 4 + 2
15 - Cut down 3 x 5
16 - Cut down 4 x 4
17 - Cut down 4 x 4 + 1
18 - Cut down 4 x 4 + 2
19 - Cut down 4 x 4 + 3
20 - Cut down 4 x 5

ALL CHIPS VALUED AT £25

Cut down in fours and spread

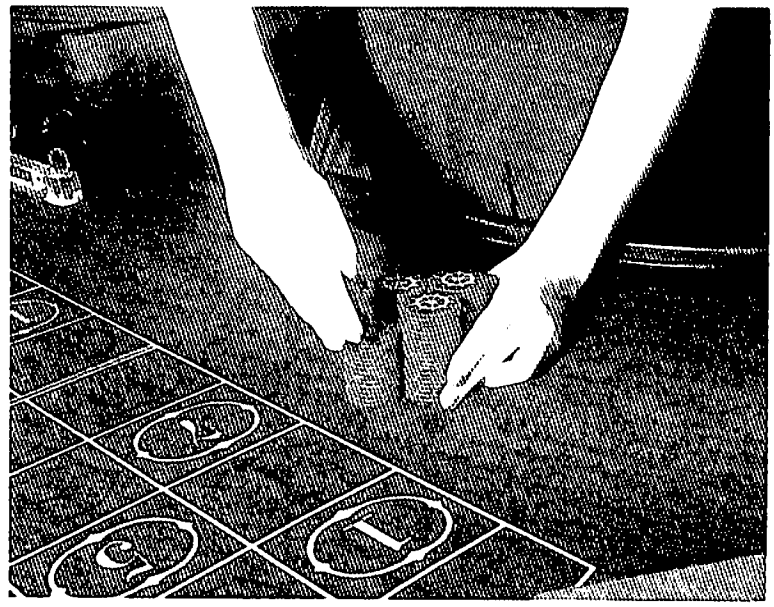
UNKNOWN QUANTITIES OF CHIPS

Cut these down in fives and spread to check.

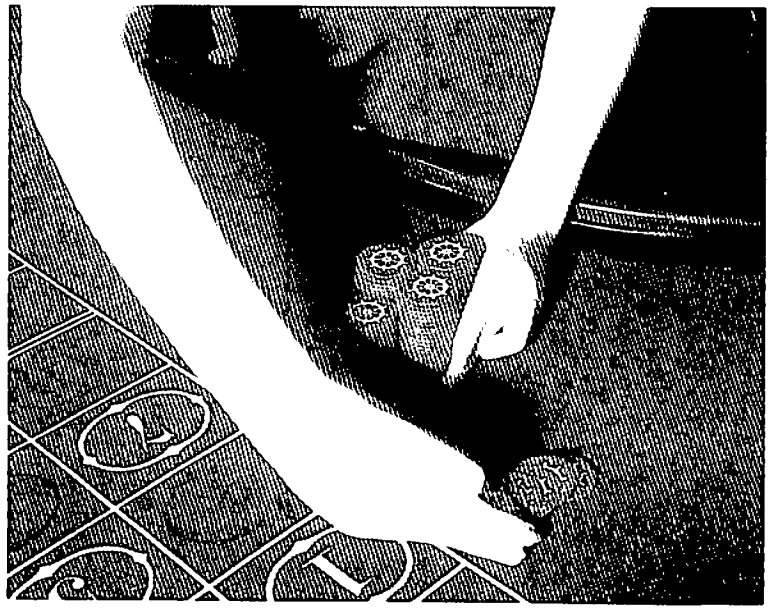
SECTION	PAYOUTS	
TITLE	MODE OF CUTTING DOWN CHIPS	AR(17) Cont'd

TO DEDUCT CHIPS FROM THE TOP OF A STACK

Pick these with the outside hand.



Spread them between the wheel and zero area.

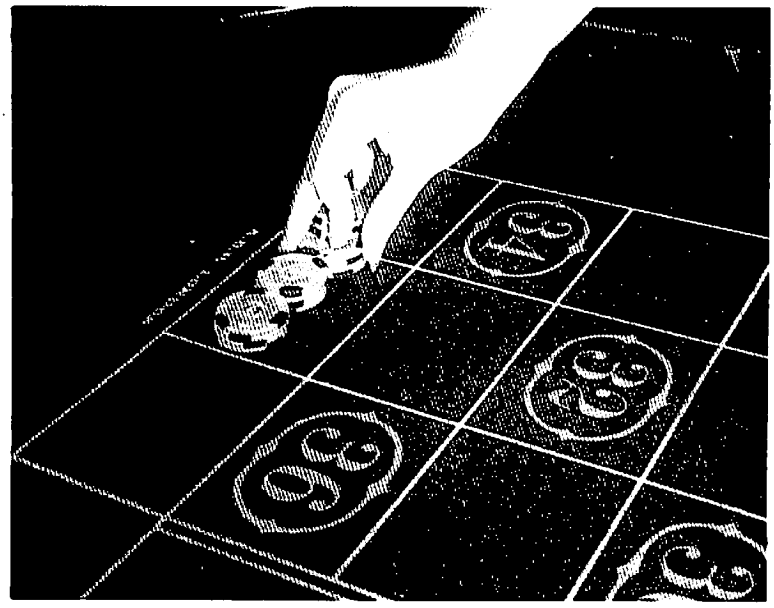


SECTION	PAYOUTS	
TITLE	PAYOUT PROCEDURE	AR(18)

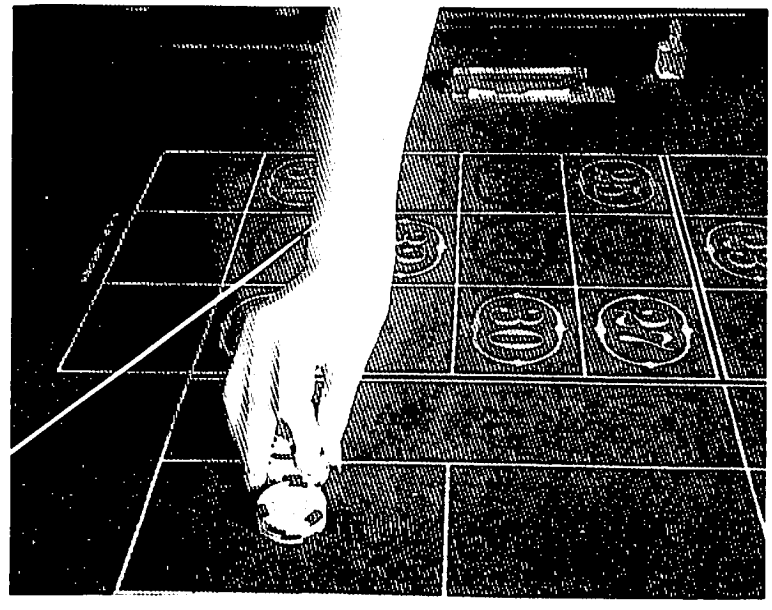
PAYING OUTSIDE BETS

Cuts into the bets directly.

COLUMNS 2:1 (USE OUTSIDE HAND ONLY)



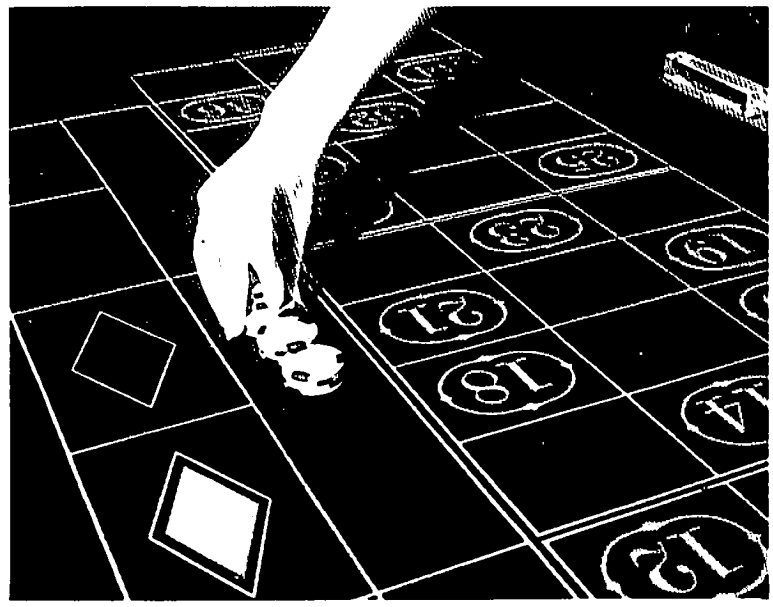
EVEN CHANCES 1:1 (USE BOTH HANDS ALTERNATELY)



Stakis Casinos

SECTION	PAYOUTS	
TITLE	PAYOUT PROCEDURE	AR(18) Cont'd

DOZENS (2:1)

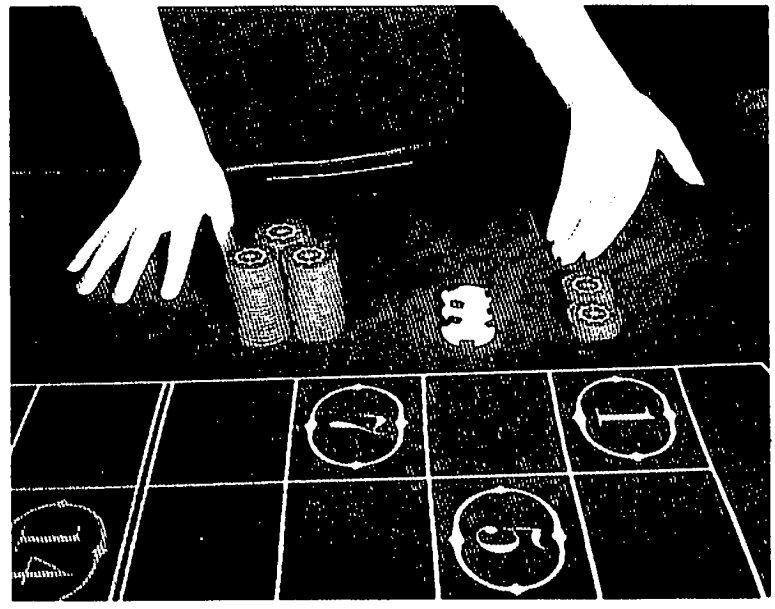


EVEN CHANCES AND DOZENS

Pay these using alternate hands.

e.g. PAYING OUT 128 (25p)

Bring out the full stacks i.e. 3.
Add the number of five pound chips required i.e. 3.
Cut down short stack. i.e. 8 chips.
Lay out the full stacks across from 7-12, five pound chips across from 4-6 and short stack across from 1-3.



SECTION	PAYOUTS	
TITLE	PAYOUT PROCEDURE	AR(18) Cont'd

ANNOUNCE THE PAYOUT

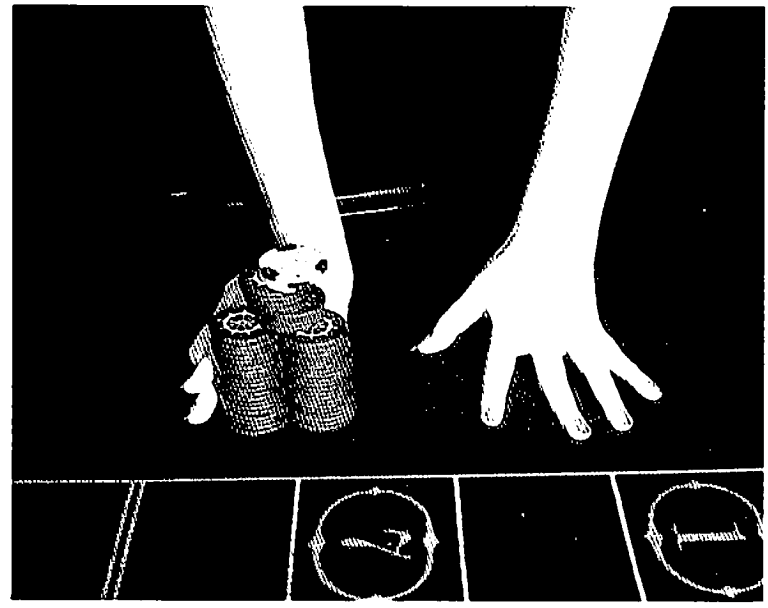
e.g. 'Brown One Hundred and twenty eight with three fives'.

CHECK THE PAYOUT

Confirm this with the Inspector and ensure this is correct.

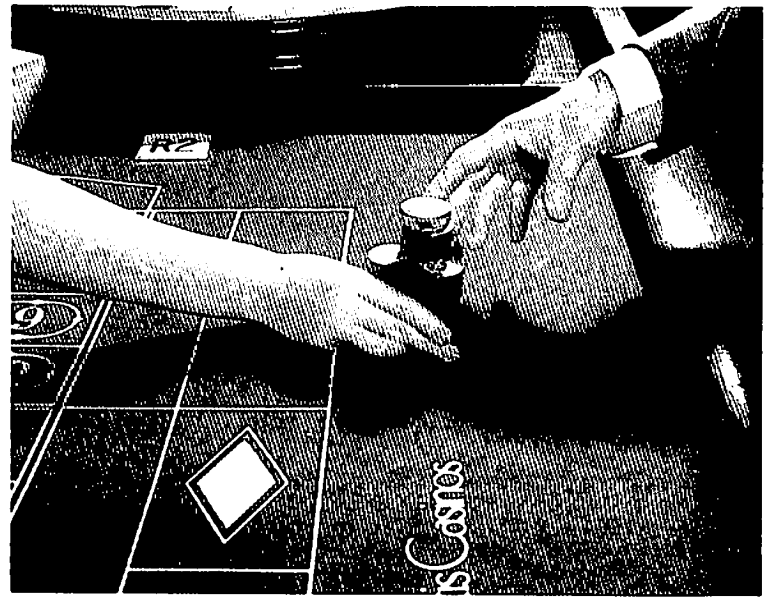
STACK THE PAYOUT UP

See moving Stacks AR(14) when five pound chips required to make up a payout place these on top of the full stacks (up to 12).



PASS THE PAYOUT TO THE CUSTOMER

Announce i.e. 'Hundred and twenty eight pieces with three fives, Thank You'. Ensure the payout is outwith the layout.

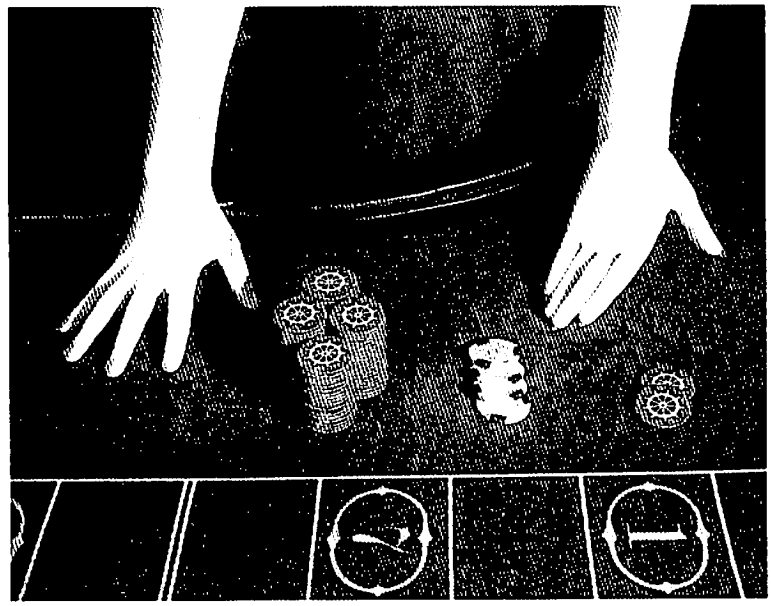


SECTION	PAYOUTS	
TITLE	PAYOUT PROCEDURE	AR(18) Cont'd

e.g. PAYING OUT 158 (25p)

Bring out four full stacks and add the number of five pound chips required i.e. 4. Deduct two chips from the top of the leading stack, spread these between the wheel and zero area.

Lay out the chips, all full stacks across from 7-12. Five pound chips across from 4-6 and chips deducted across from 1-3.



PROCEED AS IN THE PREVIOUS EXAMPLE I.e. 128 (25p)

Announce the payout, check it, and then pass it out to the customer.

RULES RELATING TO PAYOUTS

1. All part stacks of colour and cash chips up to and including 12 chips must be placed on top of the full stacks with the exception of:
   21 - place one chip on top of the full stack
   22 - bridge
   23 - place three chips in front of full stack
   24,26, 28,30 - as in 22
   25,27,29, 31,32 - as in 23.
   Part stacks consisting of 13 chips or more must be placed in front of the complete stacks facing the wheel.
2. All payouts must be prepared and set out in the payout area (opposite first dozen). From the wheel, odd chips, cash chips, stacks. Cut these down using the inside hand.

SECTION	PAYOUTS	
TITLE	PAYOUT PROCEDURE	AR(18) Cont'd

3. All chips valued at £5 or over must be cut down and proved.

4. Payouts must consist of as many colour chips as possible except when requested by the player and always at the discretion of the Inspector.

5. When passing out a stack of chips with mixed denominations, the higher denomination chips must be placed on top.

6. Any payout exceeding £25 must be brought to the attention of the Inspector.

7. Payouts must be pushed using 'inside hand' clear of the layout, and total amount announced in pieces i.e. 'TWENTY PIECES SIR, THANK YOU'.

8. Before any bet is paid, Inspector and Dealer must be in complete agreement as to the total.

SECTION	WHEEL PROCEDURE	
TITLE	AMERICAN/FRENCH WHEELS	AR(19)

AMERICAN WHEEL See AR(1)

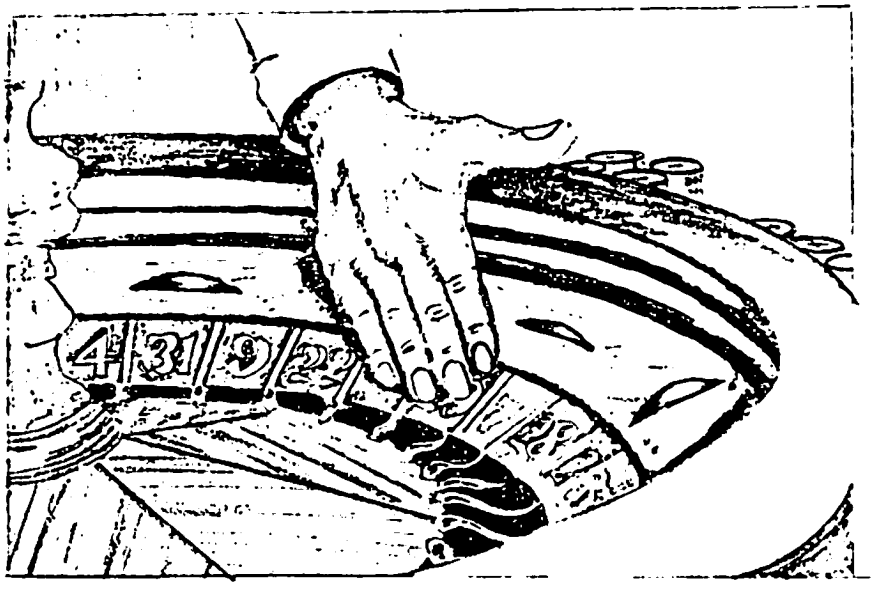
FRENCH WHEEL See AR(1)

PROCEDURE There is a difference in procedure between the two types of wheel, regarding the turning of the wheel, picking up the ball and spinning it.

SECTION	WHEEL PROCEDURE	
TITLE	TURNING THE WHEEL	AR(20)

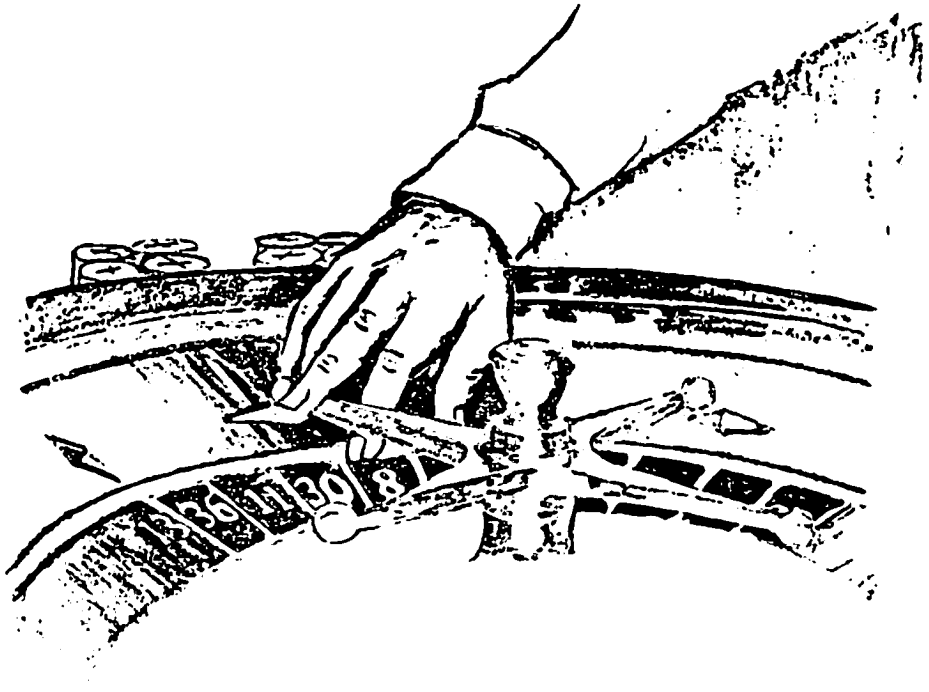
AMERICAN WHEEL

Reverse the wheel with the 1st, 2nd, 3rd and 4th fingers kept together and placed against the rim (use the inside hand).



FRENCH WHEEL

Reverse the wheel with the 2nd finger placed against the iron cross (use the inside hand).



SECTION	WHEEL PROCEDURE	
TITLE	TURNING THE WHEEL	AR(20) Cont'd

SPEED

Variable but not too fast.

SECTION	WHEEL PROCEDURE	
TITLE	PICKING UP THE BALL	AR(21)

AMERICAN WHEEL

Pick the ball up by pushing it with the 1st and 2nd fingers against the thumb.

FRENCH WHEEL

Pick the ball up by pushing it with the thumb outwards against the 1st and 2nd fingers.

SECTION	WHEEL PROCEDURE	
TITLE	SPINNING THE BALL	AR(22)

HOLD THE BALL

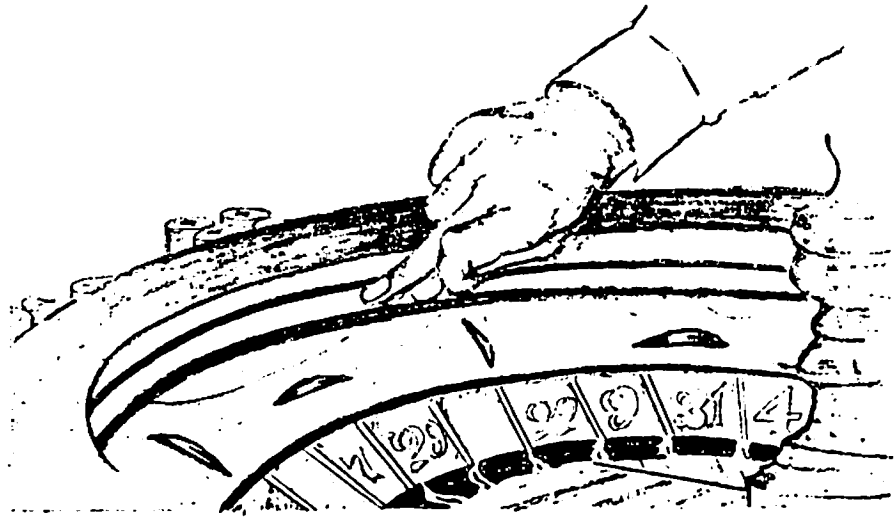
With thumb, 1st and 2nd fingers.

PLACE THE BALL AGAINST THE GROOVE OF THE WHEEL

Hold it between the thumb and 2nd finger stretched out as shown (clockwise/anti clockwise).

SECTION	WHEEL PROCEDURE	
TITLE	SPINNING THE BALL	AR(22) Cont'd

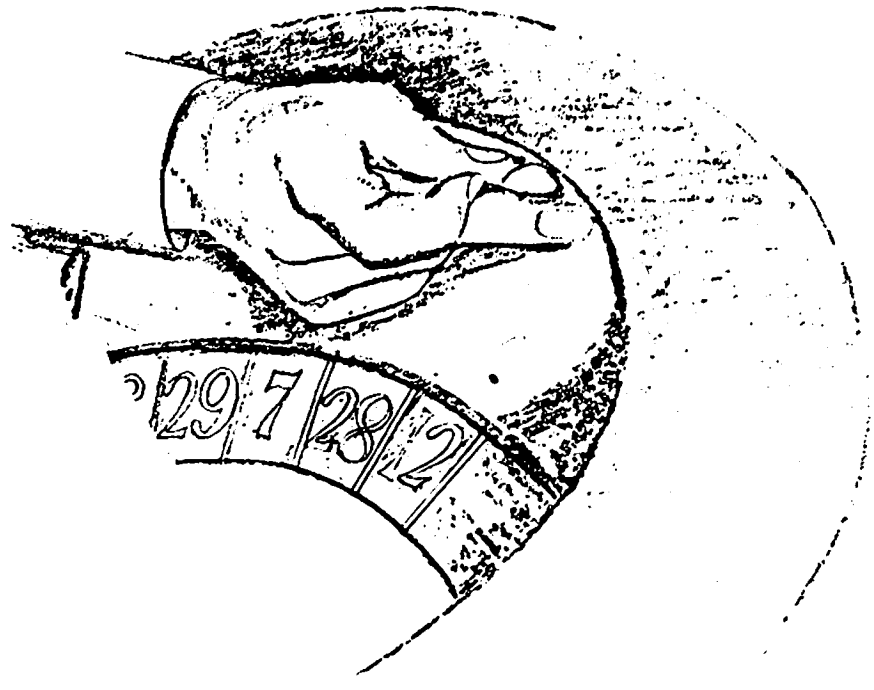
Clockwise



SPIN THE BALL

By flicking the 2nd finger and removing the thumb and throwing the hand slightly forward.

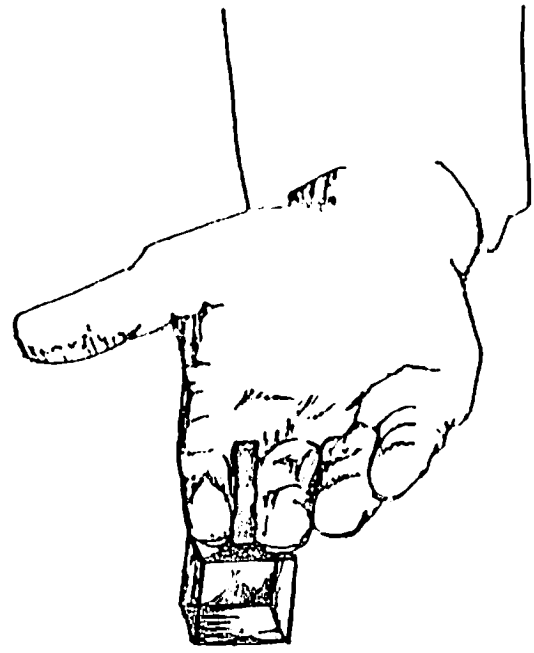
Anti-clockwise.



SECTION	WHEEL PROCEDURE	
TITLE	USING THE DOLLY	AR(23)

LIFT THE DOLLY UP

With 1st and 2nd finger and palm facing up. Use the inside hand for the low numbers, i.e. 1 to 18 and the outside hand for the high numbers, i.e. 19 to 36



PLACE THE DOLLY

On top of the chips on the straight up position.

SECTION	WHEEL PROCEDURE	
TITLE	COMMENTARY	AR(24)

INVITE THE PLAYERS TO PLACE BETS

Announce 'Place your bets please' after paying the last winning bet and before spinning the ball.

SPIN THE BALL

After inviting the players to commence betting, using the 'inside hand', spin the ball in the opposite direction to that of the wheel. At least a minimum of three revolutions are required to constitute a valid spin.

SECTION	WHEEL PROCEDURE	
TITLE	COMMENTARY	AR(24) Cont'd

TIME THE 'NO MORE BETS' COMMAND CORRECTLY

Announce 'No more bets please' when the sound of the ball spinning has changed and therefore about to leave the wheel rim and then announce 'No more bets now, thank you', before it drops. No bet may be placed, changed or withdrawn after the second call has been made. Ensure the layout is in order.

QUICKLY GLANCE AT THE WHEEL

To determine the winning number.

PLACE THE DOLLY AND ANNOUNCE THE WINNING NUMBER

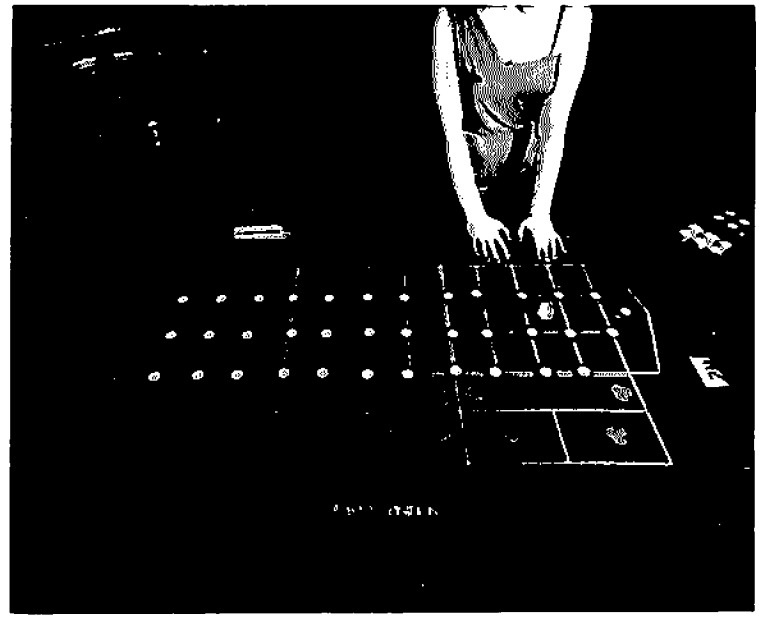
Using the inside hand for the low numbers and the outside hand for the high numbers place the dolly on the winning number and announce it loud and clear e.g. 'One red', 'Two black' etc.

IN THE CASE OF IRREGULAR SPIN

When the ball is spun incorrectly announce 'No spin' and replace the ball back to the last winning number. (If necessary using the spare ball).

SECTION	CLEARING THE LAYOUT	
TITLE	1st DOZEN NUMBERS	AR(25)

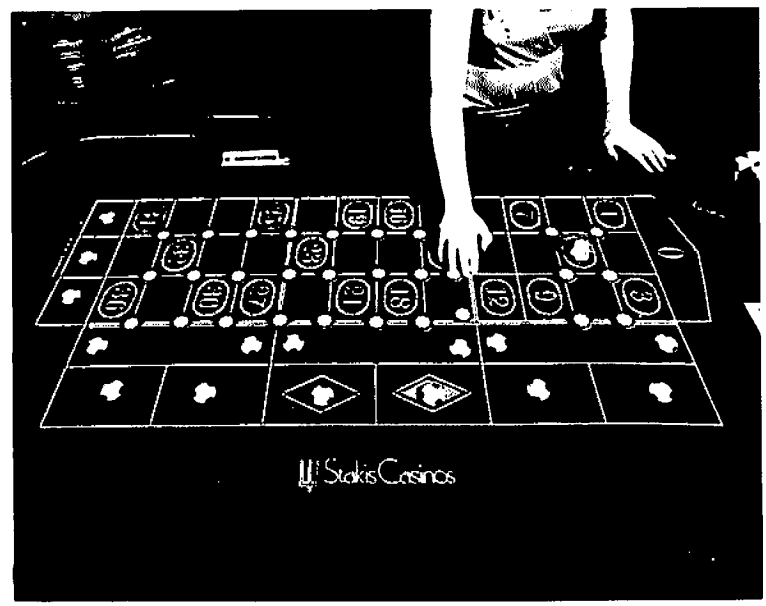
WINNING NUMBER 5



SECTION	CLEARING THE LAYOUT	
TITLE	1st DOZEN NUMBERS	AR(25) Cont'd

CLEAR THE NUMBER

With both hands (thumb, 1st and 2nd fingers) clear all losing chips at least one street on either side of the winning square, sweep any chips to the inside away to the apron at the same time (if possible).



DEAL WITH THE BOTTOM HALF OF THE TABLE (i.e. THE ONE NEAREST TO THE COLUMNS)

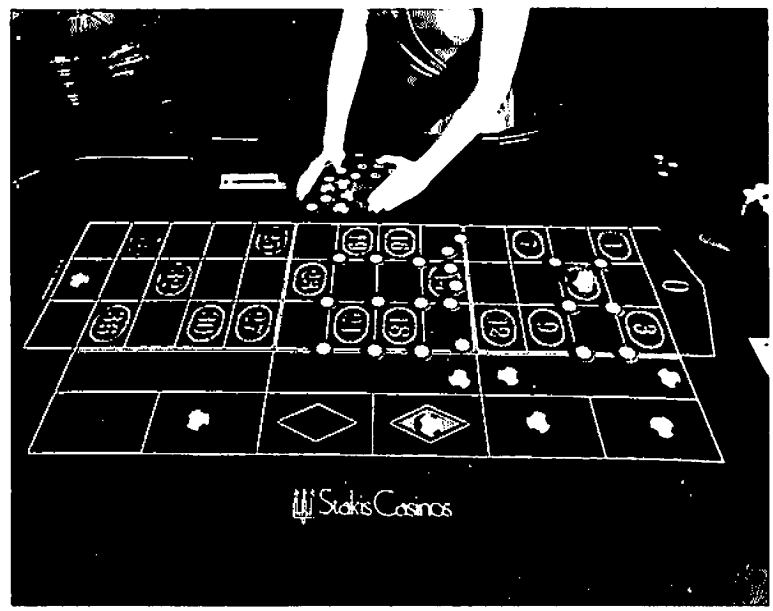
With the inside hand section the table where the double line separates the 2nd from the 3rd dozen.

With the outside hand bring down the losing chips from the columns to the centre. Finally bring all the chips (including those on the outside positions i.e. Black, High, 3rd Dozen) towards you with both hands.

See over.

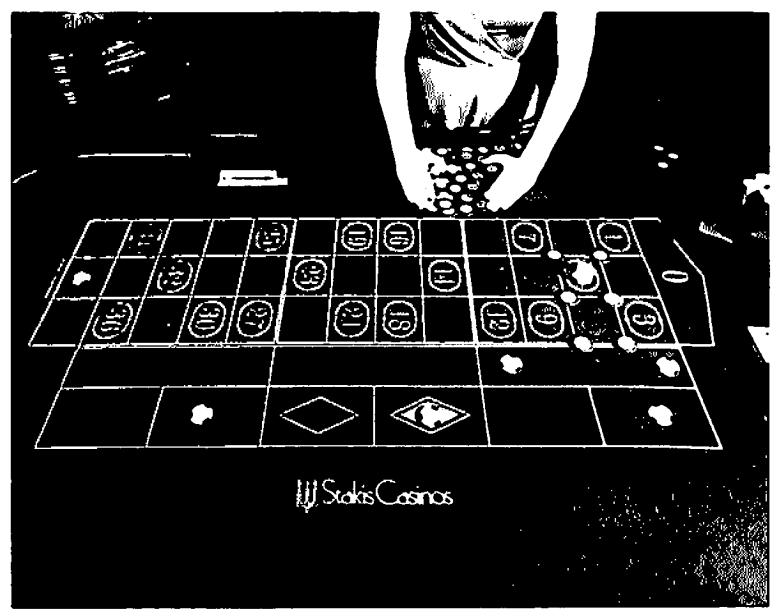
SECTION	CLEARING THE LAYOUT	
TITLE	1st DOZEN NUMBERS	AR(25) Cont'd

DEAL WITH THE BOTTOM HALF OF THE TABLE



DEAL WITH THE TOP HALF OF THE TABLE

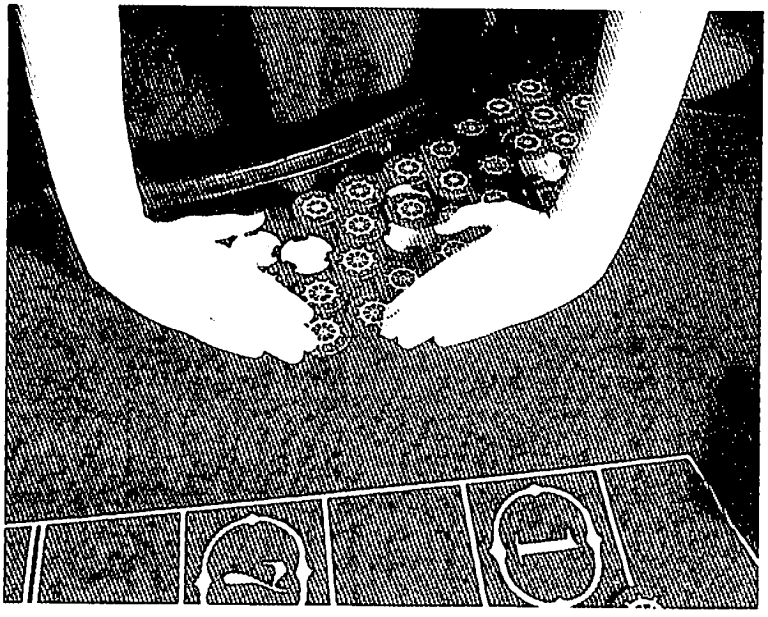
Clear all the chips from the remaining losing positions (including those on the outside i.e. Even, 2nd Dozen) and bring these across together with the rest, using both hands.



SECTION	CLEARING THE LAYOUT	
TITLE	1st DOZEN NUMBERS	AR(25) Cont'd

PUSH ALL CHIPS TO THE APRON

Using the outside hand to push these and the inside to cover them.



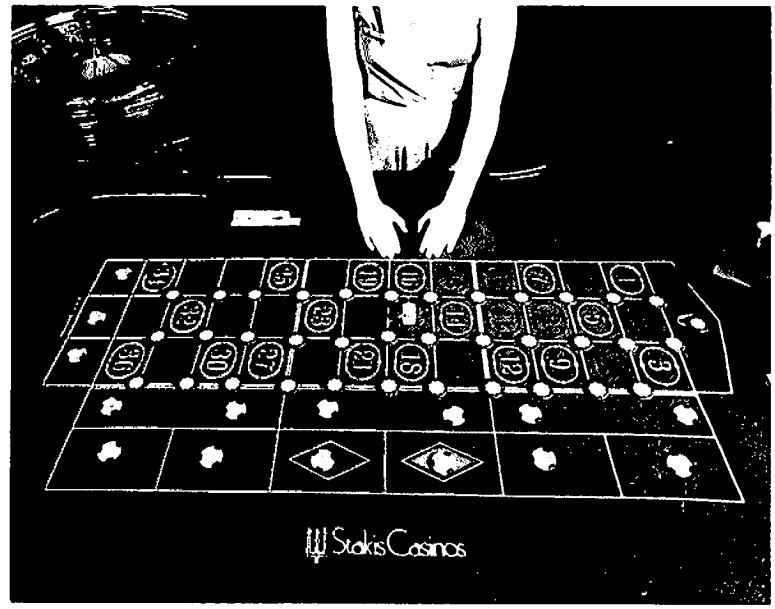
CHECK THE LAYOUT

Starting from the columns, down to the even chances, dozens and finally to the number and ensure that no losing chips are left on the layout.

CLEAR THE REMAINING NUMBERS IN THE FIRST DOZEN THE SAME WAY

SECTION	CLEARING THE LAYOUT	
TITLE	2nd DOZEN NUMBERS	AR(26)

WINNING NUMBER 17



CLEAR THE NUMBER

Apply the same action as for the 1st Dozen but leave the chips to the inside of the number to collect later.

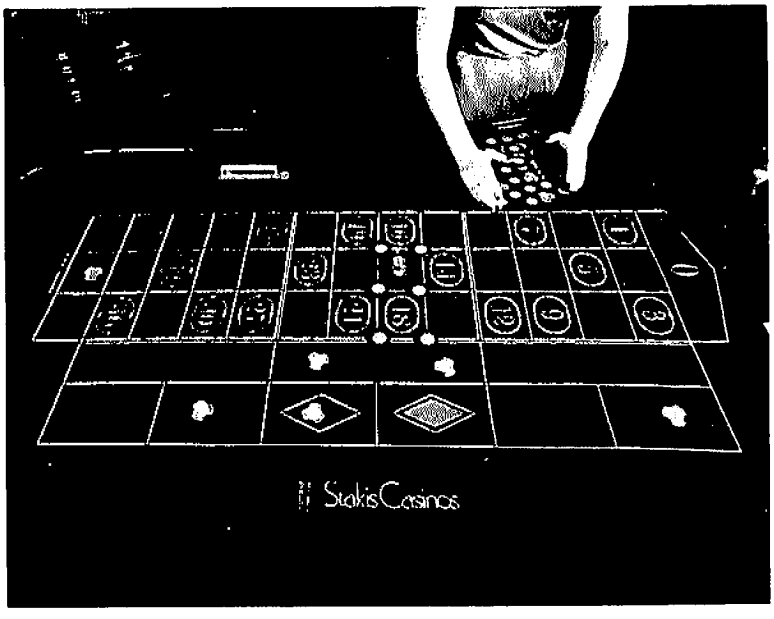
SECTION	CLEARING THE LAYOUT	
TITLE	2nd DOZEN NUMBERS	AR(26) Cont'd

DEAL WITH THE BOTTOM HALF OF THE TABLE

Using both hands clear all losing chips to the outside of the numbers (including those on the outside positions i.e. Columns, high, 3rd Dozen).

DEAL WITH THE TOP HALF OF THE TABLE

Using both hands clear all losing chips to the inside of the number (including those on the outside positions i.e. Red, Even, 1st Dozen).



PUSH THE CHIPS TO THE APRON

As for the 1st Dozen numbers.

SECTION	CLEARING THE LAYOUT	
TITLE	2nd DOZEN NUMBERS	AR(26) Cont'd

CHECK THE LAYOUT

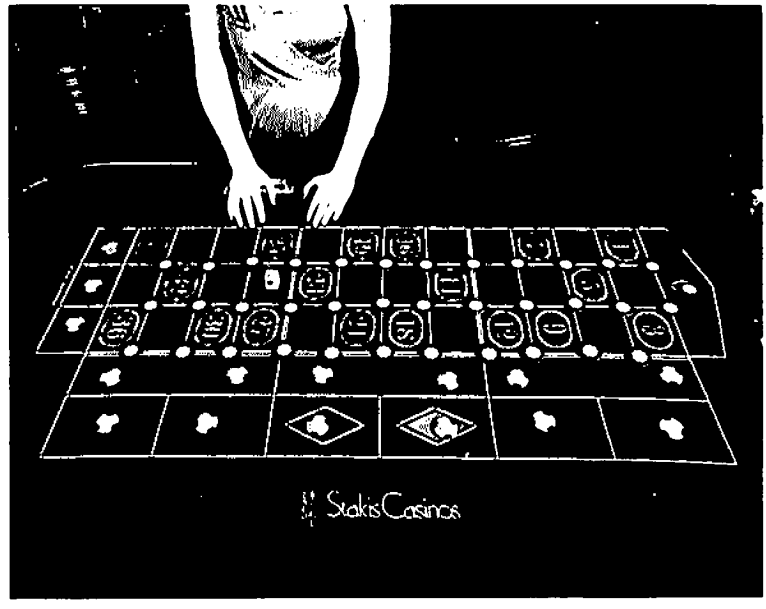
Starting from the columns, down to the even chances, dozens and finally to the number and ensure that no losing chips are left on the layout.

As for the 1st Dozen numbers.

CLEAR THE REMAINING NUMBERS IN THE 2ND DOZEN THE SAME WAY

SECTION	CLEARING THE LAYOUT	
TITLE	3rd DOZEN NUMBERS	AR(27)

WINNING NUMBER 26

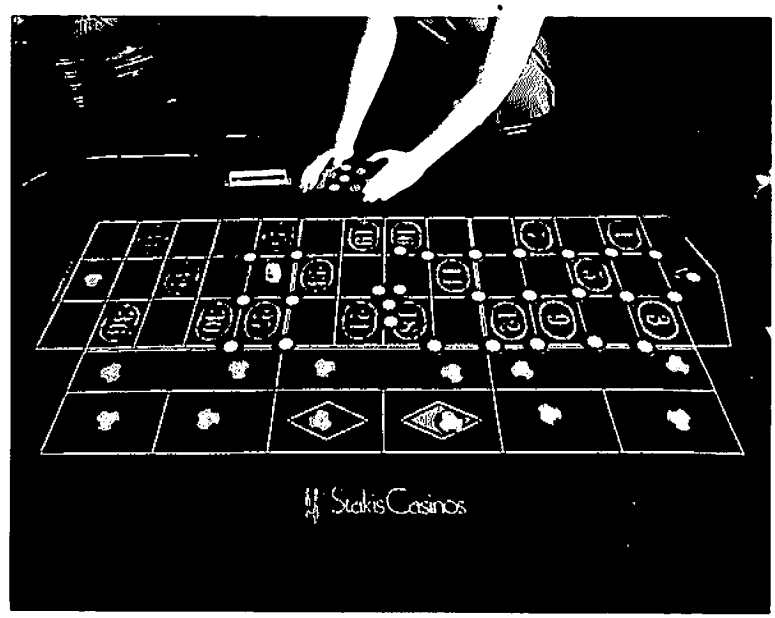


SECTION	CLEARING THE LAYOUT	
TITLE	3rd DOZEN NUMBERS	AR(27) Cont'd

CLEAR THE NUMBER

DEAL WITH THE BOTTOM HALF OF THE TABLE FIRST

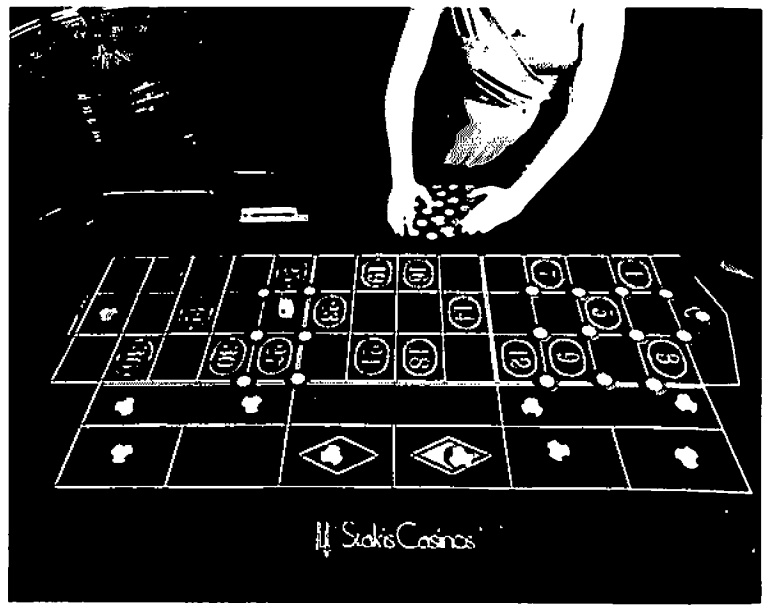
With both hands bring all losing chips to the outside of the number (including those on the columns) and push them away and across from the 2nd dozen.



SECTION	CLEARING THE LAYOUT	
TITLE	3rd DOZEN NUMBERS	AR(27) cont'd

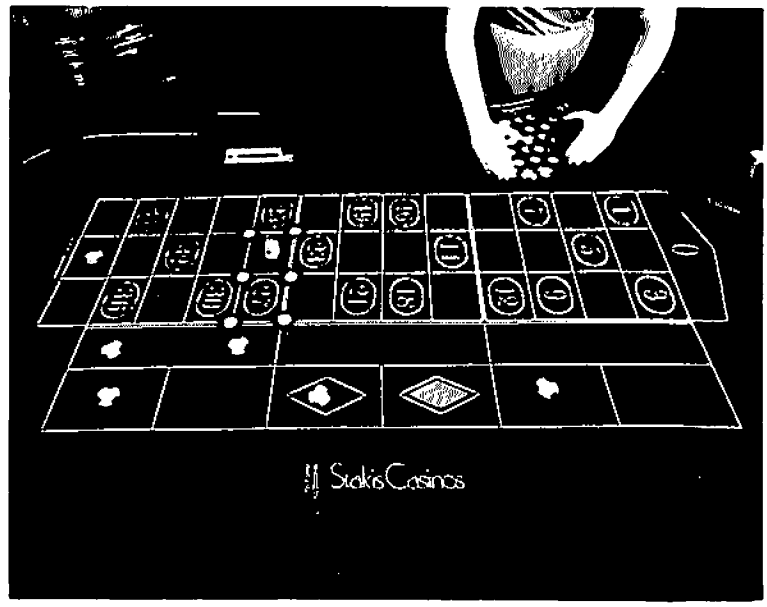
DEAL WITH THE TOP HALF OF THE TABLE 1st SECTION

With the inside hand section the layout where the double line separates the 2nd from the 1st dozen and with both hands bring the remaining losing chips (including those on the outside bets i.e. Odd, 2nd dozen) across from the 2nd dozen.



DEAL WITH THE TOP HALF OF THE TABLE 2nd SECTION

With both hands clear the remaining chips (including those on the outside bets i.e. Red, Low and 1st Dozen) and bring them together with the rest.



SECTION	CLEARING THE LAYOUT	
TITLE	3rd DOZEN NUMBERS	AR(27) Cont'd

PUSH THE CHIPS TO THE APRON	As previously.
CHECK THE LAYOUT	As previously.
CLEAR THE REMAINING NUMBER IN THE THIRD DOZEN THE SAME WAY	Modify the method slightly for the last six numbers and take care not to disturb the Bets on the columns.

SECTION	CLEARING THE LAYOUT	
TITLE	ZERO	AR(28)

WINNING NUMBER ZERO

CLEAR THE NUMBER	With the outside hand clear the chips at least one street away from the number.
DEAL WITH THE BOTTOM HALF OF THE TABLE FIRST	Section the table and bring all losing chips (including those on columns and 3rd dozen) towards you.
DEAL WITH THE TOP HALF OF THE TABLE	Similarly bring the remaining chips (incuding those on the 1st and 2nd dozen) together with the rest.
PUSH THE CHIPS TO THE APRON	As previously.
CHECK THE LAYOUT	As previously.
HALVE ALL OUTSIDE BETS	Using the outside hand to cut each bet down and the inside hand to take half away.

SECTION	CLEARING THE LAYOUT	
TITLE	CLEARING THE LAYOUT RULES	AR(29)

RULES

1. **Always isolate the winning number at least one 'street' on either side.**
2. **Losing bets must not be 'picked' off the layout and under no circumstances cleared through or across winning combinations.**
3. **When clearing 3rd Dozen numbers care must be taken not to disturb column bets.**
4. **In the event of a winning bet being moved or cleared away by mistake the attention of the person in charge of the table must be called and only he/she can authorise the reposition of a bet.**

SECTION	GENERAL PROCEDURES	
TITLE	CASH CHANGE	AR(30)

Announce 'change only'.

COUNT THESE

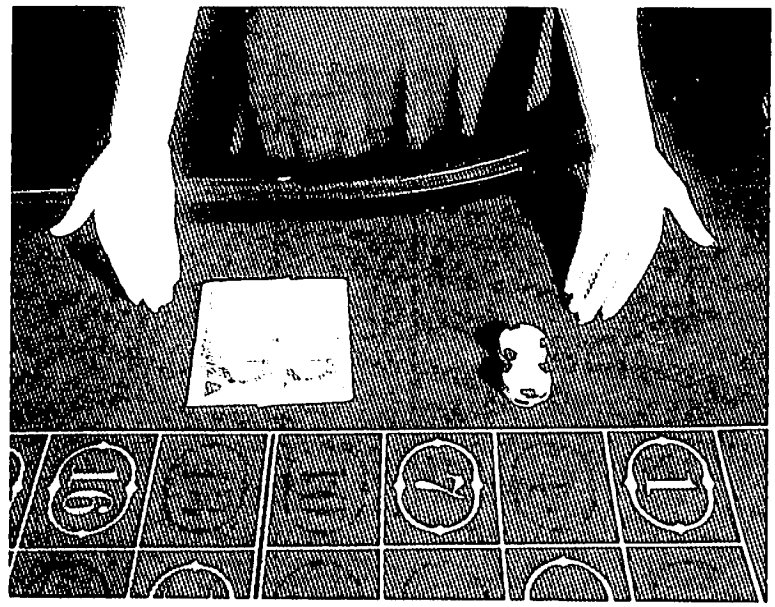
By stepping them in units of five and in their denomination across from the first dozen and to the outside.

STATE THE AMOUNT

e.g. 'Buying in ten pounds'.

CUT DOWN THE CHIPS REQUIRED IN THE PAYOUT AREA

See mode of cutting down chips AR(17), Announce and confirm the transaction with the Inspector.



Place appropriate marker in the tree when issuing colour chips and their value exceeds the minimum.

PASS THE CHIPS OUT TO THE PLAYER

Announce the amount e.g. 'Ten singles' or 'Ten pieces' if colour chips are used. 'Thank You'.

PLACE THE CASH DOWN THE DROP BOX

Announce 'Ten Pounds down'

RECORD THE DROP

On the cash meter provided.

SECURITY RULE

When a player wishes to change cash he must place cash on the table. At no time shall any cash be taken from the players hands.

SECTION	GENERAL PROCEDURES	
TITLE	CASH CHANGE	AR(30) Cont'd

CASH 'TO BE CHANGED'

On occasions when there is no time to change any cash given immediately, place the cash on top of the chips stacked against the wheel and announce 'To be Changed'. Carry out the change as described above.

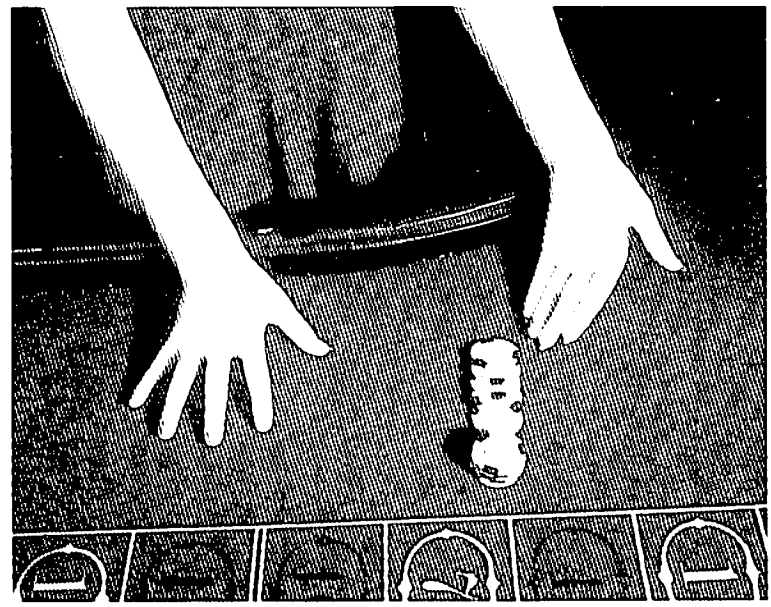
SECTION	GENERAL PROCEDURES	
TITLE	COLOUR CHANGE	AR(31)

PICK UP THE CHIPS

Announce 'Colour Change'

CUT THESE DOWN IN THE PAYOUT AREA

See mode of cutting down unknown quantities of chips AR(17).



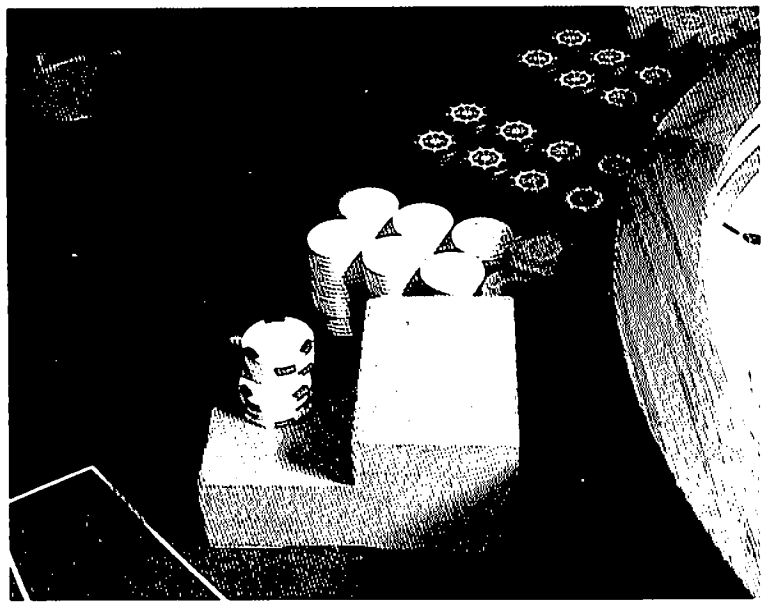
STATE THE AMOUNT

e.g. Fifty Pounds

SECTION	GENERAL PROCEDURES	
TITLE	COLOUR CHANGE	AR(31) Cont'd

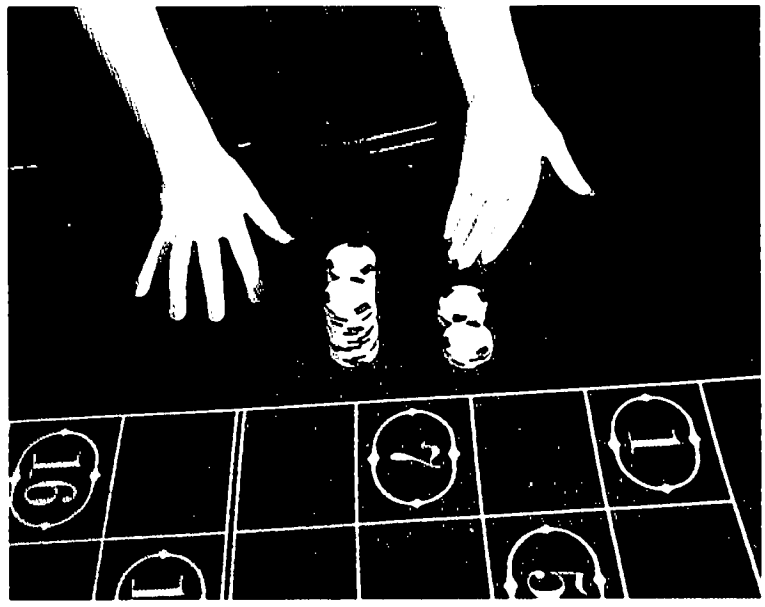
PLACE THE CHIPS ON THE LOWER STEP OF THE CHANGE BLOCK

Step them in fives.



CUT DOWN THE CHIPS REQUIRED

In accordance with the procedure AR(17). Announce and confirm the transaction with the Inspector.



SECTION	GENERAL PROCEDURES	
TITLE	COLOUR CHANGE	AR(31) Cont'd

PASS THE CHIPS OUT TO THE PLAYER

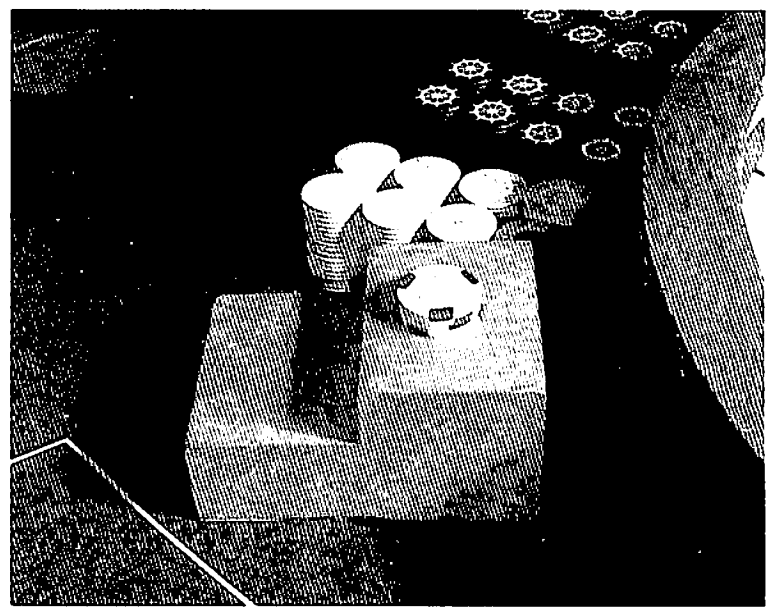
Announce e.g. 'Fifty Pounds' or 'Fifty pieces Thank You' if colour is used.

REPLACE THE CHIPS BACK TO THE CASH FLOAT

Remove the chips from the change block and announce 'Colour Change down'.

CHIPS TO BE CHANGED

In the event of when you are unable to carry out such a transaction right away I.e. during a payout etc., place the chips on the top step of the change block and announce 'to be changed'.



SECTION	GENERAL PROCEDURES	
TITLE	COLOUR CHANGE	AR(31) Cont'd

When dealing with these chips later on, check them and place them on the lower step of the change block.

Should one or more players give value chips to be changed during a spin or a payout transaction, the chips will then be placed on the top step of the change block and dealt with immediately after the last payment and before the next spin. The chips will be dealt with in this instance, in turn, nearest to the dealer first, and placed on the lower step of the change block while the transaction is being made.

SECURITY RULE

When a player wishes to change chips (plaques) he must place them on the table. At no time shall any chips/plaques be taken from the players hand.

CASH CHIPS PLACED ON THE LAYOUT

Should a player place cash chips on the layout and have a winning bet, it is desirable, whenever a colour is available, that the payout be made in colour chips 'marked up' at the same value.

When payout is to be made, a colour will be 'marked up' at the appropriate value.

The cash chip will be exchanged for a wheelchip of that colour.

Payout as normal.

The Inspector must supervise any 'marking up' of wheelchips.

SECTION	GENERAL PROCEDURES	
TITLE	MONEY PLACED ON THE LAYOUT	AR(32)

ANNOUNCE THE CASH PLACED

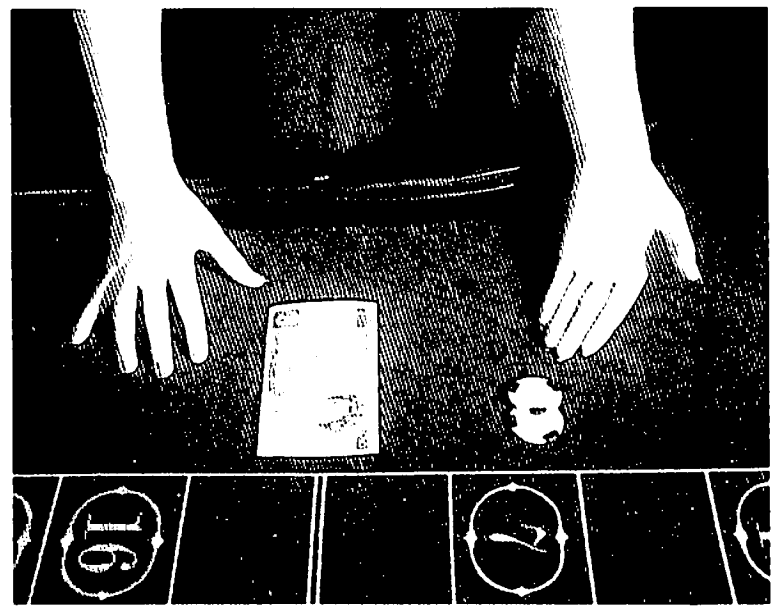
i.e. 'Cash plays Red'. If the amount looks like exceeding the table maximum, announce i.e. 'Money plays Red up to the table maximum'. If possible change into chips before the ball drops.

PICK THESE UP

Bring them in the payout area, count them and announce the amount e.g. 'Ten Pounds'.

CUT DOWN EQUIVALENT AMOUNT IN CHIPS

Payout area



SECTION	GENERAL PROCEDURES	
TITLE	MONEY PLACED ON THE LAYOUT	AR(32) Cont'd

REPLACE WITH CHIPS

Pass the chips over to the betting position.

IF THE BALL HAS DROPPED AND THERE IS NO TIME TO CARRY OUT THE CHANGE

Bring all losing cash together with the losing chips during clearing the layout.

Replace all winning cash with chips as described above after clearing the layout.

CASH EXCEEDING TABLE MAXIMUM

If the total cash exceeds the table maximum, excess amount is returned in chips.

SECTION	GENERAL PROCEDURES	
TITLE	HANDLING ANNOUNCED BETS	AR(33)

ANNOUNCE THE BET

Loud and clear e.g. 'Seventeen and the splits'.

PICK UP THE CHIPS GIVEN

Check and ensure the number is correct.

PLACE THE BET

Using alternate hands.

SECTION	GENERAL PROCEDURES	
TITLE	HANDLING ANNOUNCED BETS	AR(33) Cont'd

SOME RULES RELATING TO ANNOUNCED BETS

1. Bets must be understood and repeated to be accepted by dealer and Inspector.
2. All announced bets must be placed.
3. The wheel rim must not be used for announced bets.
4. If the amount given is excessive for the bet, change must be given before placing the bet.
5. All announced bets must be placed before the ball drops whenever possible.
6. The time that defines when an 'ANNOUNCED BET' becomes a 'LATE BET' is very little and as such this form of betting should be discouraged as it may cause disputes and offers a low degree of security.
7. When a player requires a regular bet for each spin the dealer must always announce the bet and place it.

CALL BETS

'Call Bets' (not accompanied by cash or chips) are not permitted as they are a direct contravention of the Gaming Act 1968.

SECTION	GENERAL PROCEDURES	
TITLE	CASHING IN	AR(34)

BRING ALL THE CHIPS IN

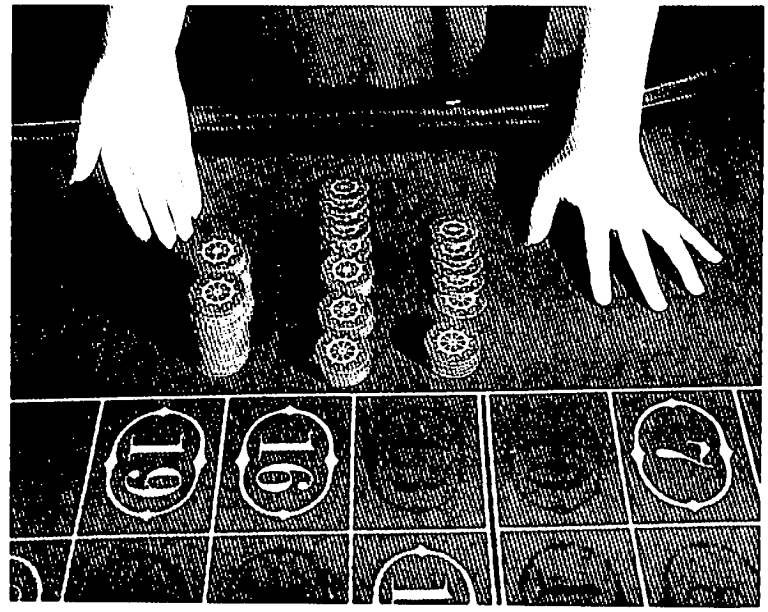
Announce 'Brown Cashing In' and position these across from the second dozen. Stack these in twenties and in two straight lines.

CHECK THE AMOUNT

Prove a stack of 20 chips by cutting this down in fives and spreading and then use it as a guide to check the rest. Proceed to cut down the remaining chips (use the outside hand and show the inside hand 'clean').
Check the value of the colour at the marker tree, i.e. 50p.

See over.

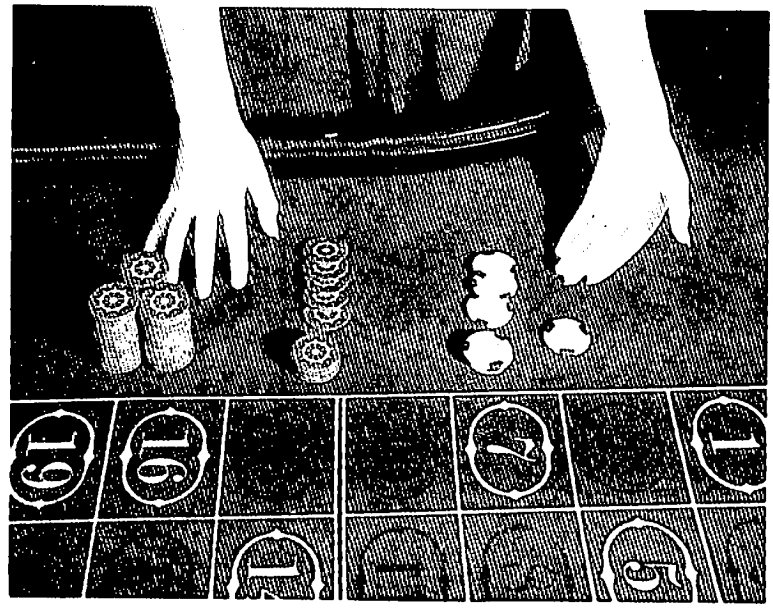
SECTION	GENERAL PROCEDURES	
TITLE	CASHING IN	AR(34) Cont'd



CUT DOWN EQUIVALENT AMOUNT IN CASH CHIPS (PAYOUT AREA)

Extract from the cash float the equivalent amount of cash chips and cut these down accordingly. (See method of cutting down chips for payouts AR(17)).

Announce the amount and confirm this with the Inspector.



SECTION	GENERAL PROCEDURES	
TITLE	CASHING IN	AR(34) Cont'd

ANNOUNCE THE AMOUNT PASS THE CASH CHIPS OUT TO THE CUSTOMER

Announce total amount e.g. 'Thirty five pounds' Sir/Madam, Thank You'.

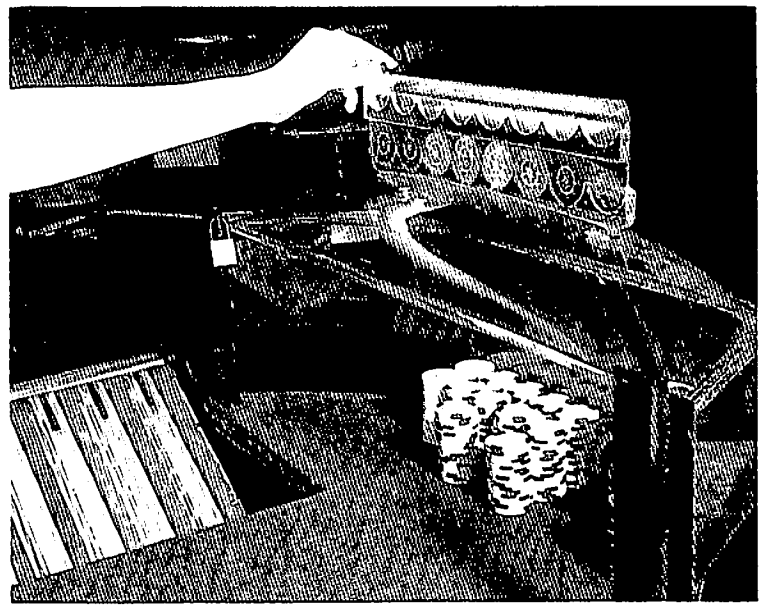
Ensure that all chips have been returned. Inform the Inspector/Pit Boss if any chips have been taken from the table.

REMOVE THE MARKER FROM THE MARKER TREE

SECTION	GENERAL PROCEDURES	
TITLE	USING THE MARKER TREE	AR(35)

MARK THE VALUE OF A COLOUR ISSUED

By inserting a marker with the inside hand (thumb and 1st finger) against the same colour on the marker tree.



REMOVE THE MARKER

Immediately the colour is in i.e. when all the chips have been lost or cashed in.

SECTION	GENERAL PROCEDURES	
TITLE	LIMITS	AR(36)

ENSURE ALL BETS PLACED ARE WITHIN THE TABLE LIMITS

If in doubt about a bet, cut this down and check it.

IF THE BET IS BELOW THE LIMIT PERMITTED ON THE TABLE

Pick the chips up and announce 'No Bet'. Return these to the player and point out the minimum limits permitted.

IF THE BET LOOKS LIKE BEING ABOVE THE LIMIT PERMITTED ON THE TABLE

Cut the chips down and check the amount.

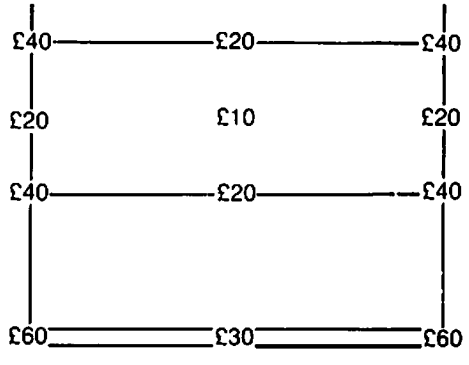
Return any excess chips back to the player and announce 'The bet goes to the maximum only'. and point out the maximum limit permitted on the table.

NUMBERS PLAYED TO THE MAXIMUM

A number is staked to the maximum when each betting position associated with the number is staked to the maximum limits permitted by the table e.g.
Should the maximum per number be £10 such number could be staked to the maximum with a total stake of £400 (depending on the number) and placed as follows:

£10 Straight up
£20 Per Split
£40 Per Corner
£60 Per Six Line
£30 Street

This bet pays a total of £3,920.



SECTION	GENERAL PROCEDURES	
TITLE	CHANGING UP WINNING BETS	AR(37)

TO CHANGE A WINNING BET AND THEN PAY IT

Clean hands, cut down to prove in situ, and announce e.g. 'WINNING BET ODD £45'.

Make up equivalent amount in larger denomination chips and prove in payout area. Make up payout alongside exchange.

Place both (Exchange and payout) side by side on winning bet.

Remove low denomination chips, simultaneously announcing 'CHANGED AND PAID'.

SECTION	GENERAL PROCEDURES	
TITLE	NO BETS	AR(38)

DEALING WITH DOUBTFUL BETS

1. LATE BETS
   Bets placed or announced too late will be passed back to the player, off the layout and 'NO BET, TOO LATE SIR/MADAM' announced.
2. A Bet: Not Understood
   Placed Incorrectly
   Below Minimum
   is not acceptable and must be announced 'NO BET' by the Dealer and the stake passed back to the player, off the layout. However, if there is sufficient time the bet should be queried by the Dealer, and, if clarified and/or corrected by the player, the bet can then be accepted.
3. EXCEEDING MAXIMUM
   When a wager exceeds the maximum permitted on any bet, the Dealer will announce e.g. '17 PLAYS UP TO THE MAXIMUM' and return the excess to the player, in chips.
4. 'Split Bets' on columns and dozens will be accepted but not as placed. The stake must be halved and placed correctly, by the dealer.

SECTION	GENERAL PROCEDURES	
TITLE	NEIGHBOURS	AR(39)

The table below features each number on the layout and its four adjacent neighbours on either side as they appear on the wheel.

A nine chip bet could be used to cover each such section.

12	35	3	26	**0**	32	15	19	4
5	24	16	33	**1**	20	14	31	9
15	19	4	21	**2**	25	17	34	6
7	28	12	35	**3**	26	0	32	15
0	32	15	19	**4**	21	2	25	17
30	8	23	10	**5**	24	16	33	1
2	25	17	34	**6**	27	13	36	11
9	22	18	29	**7**	28	12	35	3
13	36	11	30	**8**	23	10	5	24
1	20	14	31	**9**	22	18	29	7
11	30	8	23	**10**	5	24	16	33
6	27	13	36	**11**	30	8	23	10
18	29	7	28	**12**	35	3	26	0
17	34	6	27	**13**	36	11	30	8
16	33	1	20	**14**	31	9	22	18
3	26	0	32	**15**	19	4	21	2
23	10	5	24	**16**	33	1	20	14
4	21	2	25	**17**	34	6	27	13
14	31	9	22	**18**	29	7	28	12
26	0	32	15	**19**	4	21	2	25
24	16	33	1	**20**	14	31	9	22
32	15	19	4	**21**	2	25	17	34
20	14	31	9	**22**	18	29	7	28
36	11	30	8	**23**	10	5	24	16
8	23	10	5	**24**	16	33	1	20
19	4	21	2	**25**	17	34	6	27
28	12	35	3	**26**	0	32	15	19
25	17	34	6	**27**	13	36	11	30
22	18	29	7	**28**	12	35	3	26
31	9	22	18	**29**	7	28	12	35
27	13	36	11	**30**	8	23	10	5
33	1	20	14	**31**	9	22	18	29
35	3	26	0	**32**	15	19	4	21
10	5	24	16	**33**	1	20	14	31
21	2	25	17	**34**	6	27	13	36
29	7	28	12	**35**	3	26	0	32
34	6	27	13	**36**	11	30	8	23

SECTION	MISCELLANEOUS	
TITLE	STACKING MACHINE PROCEDURE	AR(40)

PREPARATION

1. Plug in the machine and switch on by pressing the on/off button at the front of the power supply unit (PSU). The on/off button should light and the motor should start. If the button lights but the motor does not start, check that the rack is properly positioned and that the magnetic switch is activated. Switch on the machine at least 30 minutes before programming in order to warm it up.
2. Vacuum clean the hopper bowl sack, the front and back of the chain and optowheel in order to clear away the dust accumulated.
3. To programme the machine, press the rocker arm 'O' (re-programme) on the computer programming unit (CPU) upwards. The motor will stop for a moment indicating that the cpu is ready to programme in new chips. Let the chain go round once after reprogramming with the hopper empty. Place one chip of each colour in the hopper in the order they are displayed on the table.
4. Place two stacks of each colour in the machine leaving eight stacks on the table. Try to maintain this ratio during the operations. Also avoid leaving short stacks of chips on the apron but try to keep these in the machine.
5. Colour that is seldom seen by the scannerhead might be forgotten and end up in the tenth channel. To overcome this, feed the machine a couple of times every hour with twenty chips of the seldom used colour.

OPERATION

6. To place the chips inside the funnel bowl once you have cleaned the layout, gather the chips together, bring them along to the bowl and push them inside using both hands simultaneously. Ensure that no chips fall directly inside the machine through the space left between the funnel bowl and the edge of the table.
7. To pay the winning bets proceed as in payout procedure. Return any excess chips back to the machine and thus avoid leaving short stacks around the apron.
8. To take the chips from the machine push the lever sideways using the thumb and with either 1st finger or 2nd finger holding at the bottom of the formed stack and the thumb at the top, lift it. Always prove there are stacks of twenty chips before passing them out. The chips contained in the reject channel should be separated by spreading them on the apron before replacing them into the float. You may not be required to do this at the end of each spin.
   If a channel is full of chips, the diode switch will be activated and the lamp will light. The overflow will be collected instead in the tenth channel (i.e. the overflow channel). When this channel is full a buzzer goes off to warn you. The channel will flow over unless emptied.

SECURITY

9. In order to remove chips left at the bottom of the channels, lift up the rack slightly to stop the chain going round and then take the chips away. Should these chips be left at the bottom of the tenth channel, then press the button mounted outside the cabinet on the right. This will eject any chips left there.
10. At the end of the operation switch off the machine and remove the plug.

SAFETY

11. At the end of the night, check that no chips have been left inside the machine. Replace any cash chips found there back to the float before booking in.

SECTION	MISCELLANEOUS	
TITLE	STACKING MACHINE PROCEDURE	AR(40) Cont'd

FAULTS

12. Should a fault develop when operating the machine, call the Pit Boss to see to it. The Pit Boss may either rectify this or switch off and call for service.

RULE

13. For safety reasons do no operate the machine unless you have had full Instruction from your supervisor.

SECTION	MISCELLANEOUS	
TITLE	FLOAT ISSUE AND BOOKING	AR(41)

FLOAT ISSUE

Collect the float from the bank. Check and ensure that the amounts and denominations of chips correspond to those written on the opening sections of the fill slip. Sign the fill slip, take the float to the appropriate table and set this up for checking by the Inspector and Pit Boss, who will also sign the slip.

BOOKING THE FLOAT

At the close of the game set the cash float up for checking. Stack the chips in twenties and in their denominations and cut down in fives and spread one stack of each including the short stacks. Ask the Inspector to check the float and complete the closing section of the fill slip. Return the float back to the bank.

PART 3

BLACKJACK CONTENTS

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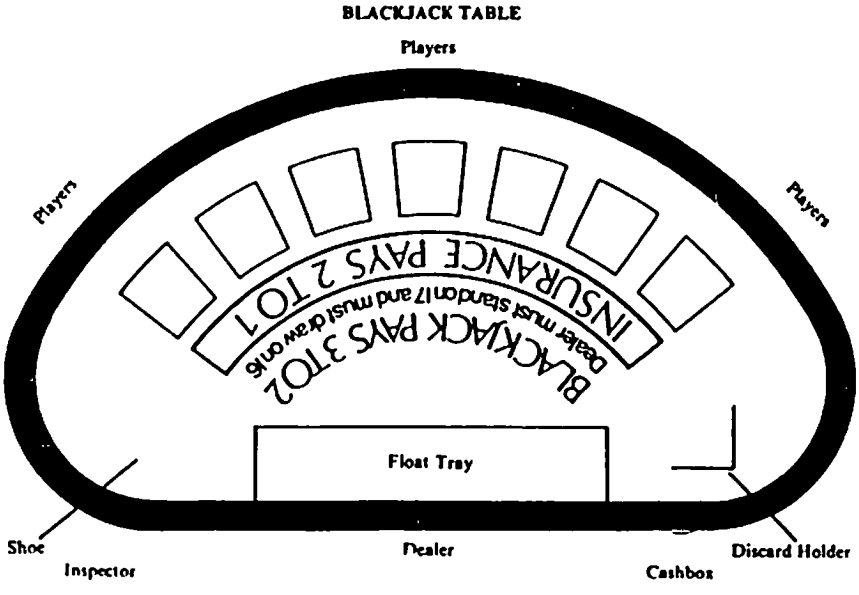
SECTION	THE GAME IN GENERAL	
TITLE	INSTRUMENTS OF PLAY	BJ(1)

THE TABLE LAYOUT

A kidney shaped table with a layout made up of seven boxes for placing bets. The layout is inscribed to the effect that:

Blackjack pays 3 to 2
Dealer must stand on 17 and draw on 16.
Insurance pays 2 to 1



THE CARDS

Four packs of cards without jokers and totalling 208. These are dealt out from a shoe placed on the left side of the table and collected at the end of the deal and put away to a discard holder to the right of the table.

Card Value

An Ace counts as 11 unless it busts the hand. The Dealer's first Ace always counts as 11 unless it bursts him. Picture cards count as 10. The rest of the cards count their face value.

Hand Value

A 'Hand' represents the total value of cards held at a given time by a player or dealer.

Blackjack Hand

A Blackjack Hand is made up of an Ace and a picture card or a 'ten' (except when Aces have been split).

SECTION	THE GAME IN GENERAL	
TITLE	INSTRUMENTS OF PLAY	BJ(1) Cont'd

CHIPS

These have a fixed value (i.e. valued chips) and arranged in rows inside the float tray.

NON-NEGOTIABLE CHIPS

Non-negotiable chips (or plaques) are issued from the Casino's bank only in exchange for cash chips. They can be changed at the Gaming Tables for cash chips.

SECTION	THE GAME IN GENERAL	
TITLE	GAMING PERSONNEL	BJ(2)

THE DEALER (DUTIES AS PER JOB DESCRIPTION)

Stands behind the table, accepts bets placed by the players seated opposite, deals the Cards and conducts all the transactions taking place at the table.

THE INSPECTOR (DUTIES AS PER JOB DESCRIPTION)

Supervises the game by directing the dealers accordingly and ensuring all dealing actions are carried out correctly.

The Inspector may supervise one, two or more tables at the same time.

SECTION	THE GAME IN GENERAL	
TITLE	BETTING AND RULES OF PLAY	BJ(3)

BETTING

During the game players must bet using cash chips by placing these inside the boxes facing them.

THE DEAL

The dealer deals one round of cards, giving one card to each box containing a bet starting from left to right and one to himself.

He then deals a second card to the players only. All cards are dealt face up.

He proceeds to complete each hand separately starting from the left. Each player may 'stay' or 'draw' cards aiming to score 21 or near enough without going over it (i.e. bust). Finally the dealer completes his own hand.

WINNING AND LOSING HANDS

Provided the dealers hand is not over 21, all hands exceeding that of the dealers constitute winning hands and those scoring less than the dealers constitute losing hands. Any hands totalling the same as the dealers are considered as a 'stand off' i.e. neither win nor lose.

All winning bets are paid and the losing ones are taken away. The exposed cards are then discarded for the next deal to commence.

ODDS

All winning bets are paid even money i.e. 1:1.

A Blackjack i.e. when two cards total 21, is paid 3:2.

An insurance bet is paid 2:1.

RULES RELATING TO BETTING

1. No wager may be made, withdrawn or increased (other than as provided for in BJ(21) (24) (25) after the first card of the respective round has been dealt.
2. The maximum referred to is per box.
3. No more than three players may wager in any one box, subject to paragraph 2 above.
4. If there is only one player at the table, he shall wager in at least two boxes.

SECTION	THE GAME IN GENERAL	
TITLE	BETTING AND RULES OF PLAY	BJ(3) Cont'd

5. Although priority is normally given to the first person playing a box, for the purposes of calling a hand, a player calling more than one hand may be asked to relinquish all but one box to new players at the table, as every seated player should have the opportunity to call his own box.

6. If two or more players are using an 'empty' box, the one playing the highest wager will call that box.

SECTION	CHIPWORK	
TITLE	CUTTING DOWN AND INTO CHIPS	BJ(4)

CUTTING DOWN CHIPS

See Technique AR(12)

CUTTING INTO CHIPS

See Technique AR(11)

DIRECTION OF CUT

Unlike American Roulette where chips are cut down in a straight line facing the layout, in Blackjack the chips are cut down in (A) at an angle e.g. in the payout area or sideways e.g. on the boxes.

AT AN ANGLE (A)

SECTION	CHIPWORK	
TITLE	MODE OF CUTTING DOWN CHIPS	BJ(5)

ALL CASH CHIPS VALUED AT 25p, 50p, £1

Cut these down as follows:
1 to 5 pick from the tray or cut down
6 – cut down 2 x 3
7 – cut down 2 x 3 + 1
8 – cut down 2 x 4
9 – cut down 2 x 4 + 1
10 – cut down 2 x 5
11 – cut down 2 x 5 + 1
12 – cut down 3 x 4
13 – cut down 3 x 4 + 1
14 – cut down 3 x 4 + 2
15 – cut down 3 x 5
16 – cut down 4 x 4
17 – cut down 4 x 4 + 1
18 – cut down 4 x 4 + 2
19 – cut down 4 x 4 + 3
20 – cut down 4 x 5

ALL CASH CHIPS VALUED AT £5, £100

Cut these down as above and spread.

ALL CHIPS VALUED AT £25

Cut these down in fours and spread.

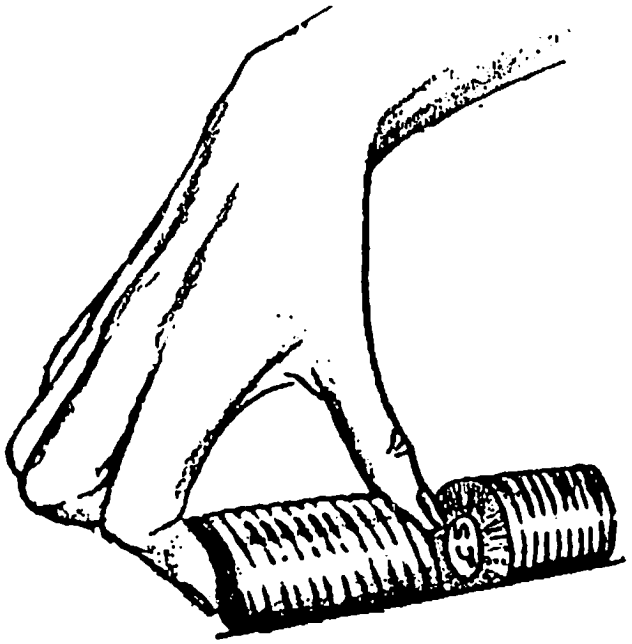
UNKNOWN QUANTITIES OF CHIPS

Cut these down in fives and spread to check.

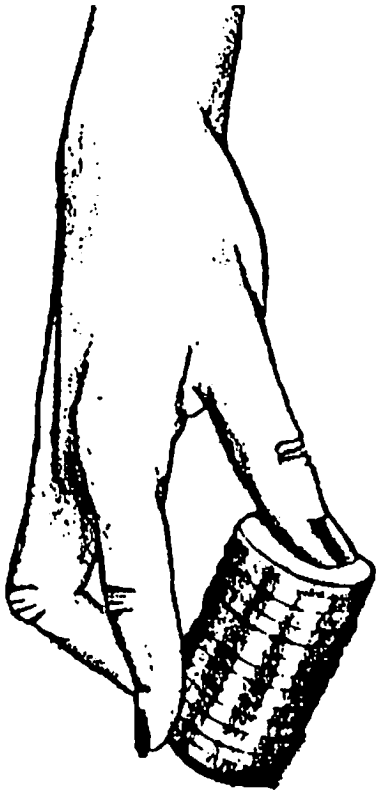
SECTION	CHIPWORK	
TITLE	TAKING & REPLACING CHIPS FROM THE FLOAT TRAY	BJ(6)

TO TAKE CHIPS FROM THE TRAY

Separate required number of chips by pushing these forward with thumb against the 1st finger.



Take the stack with thumb and 1st finger and place in front of the float tray. Reposition the fingers against the stacks as for cutting down/into AR(11) (12) (classic position).



SECTION	CHIPWORK	
TITLE	TAKING & REPLACING CHIPS FROM THE FLOAT TRAY	BJ(6) Cont'd

REPLACE CHIPS TO THE TRAY

Hold the stack as in pencilling chips off (AR(13)) tilt this forward until parallel to the layout and replace in the tray.

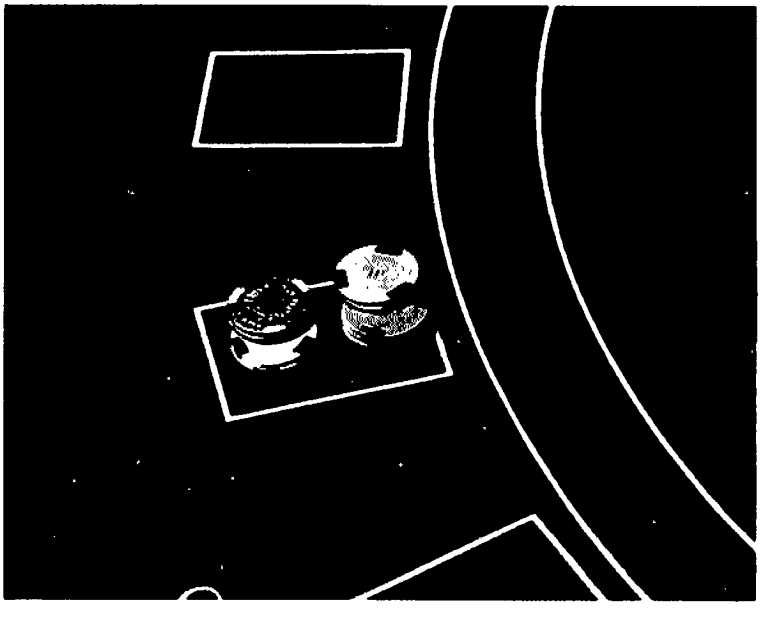
MIXED DENOMINATION CHIPS

Separate these out first before replacing in the float.

SECTION	CHIPWORK	
TITLE	SORTING OUT BETS ON THE BOXES	BJ(7)

MIXED DENOMINATION BETS

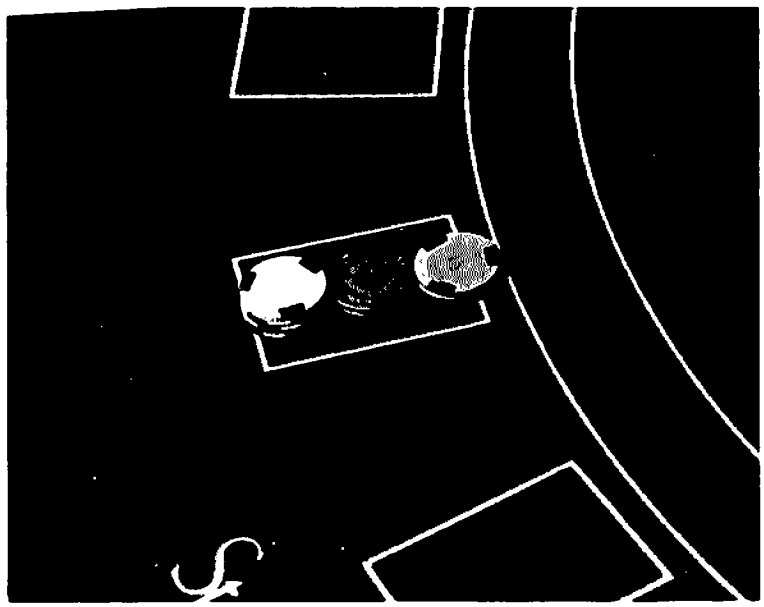
Separate these out or step them alternately with the higher denomination chips to the bottom.



SECTION	CHIPWORK	
TITLE	SORTING OUT BETS ON THE BOXES	BJ(7) Cont'd

MORE THAN ONE PLAYER SHARING THE SAME BOX

Arrange the bets in a straight line with the bet of the box holder to the front.



SECTION	CHIPWORK	
TITLE	COLLECTING CHIPS FROM BOXES	BJ(8)

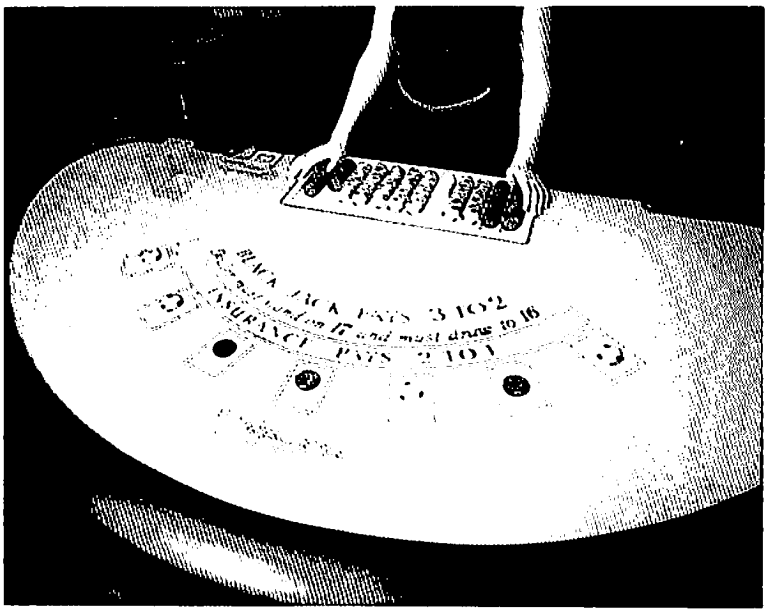
COLLECT THE CHIPS

Using both hands alternately separate the chips out in their denominations wherever possible and stack these up. Some forethought is required here since losing bets may be used to pay winning ones.

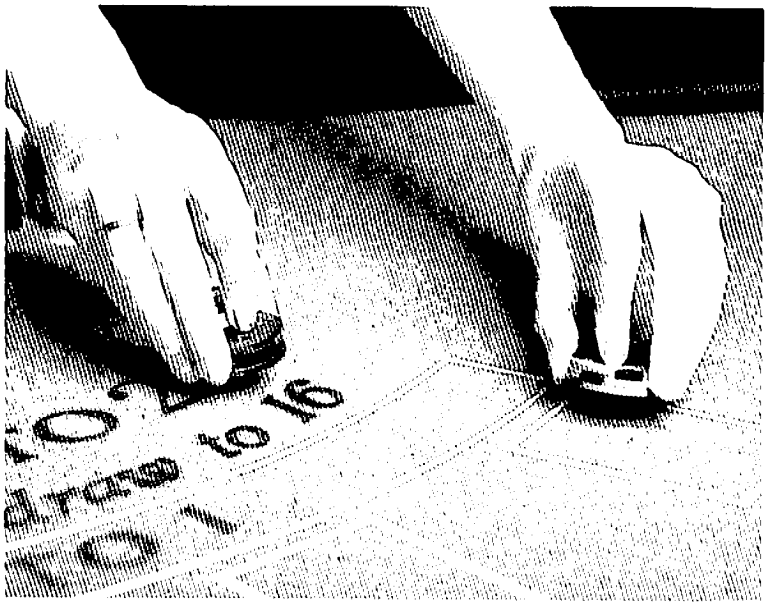
See over.

SECTION	CHIPWORK	
TITLE	COLLECTING CHIPS FROM BOXES	BJ(8) Cont'd

POSITION OF BETS



COLLECTION



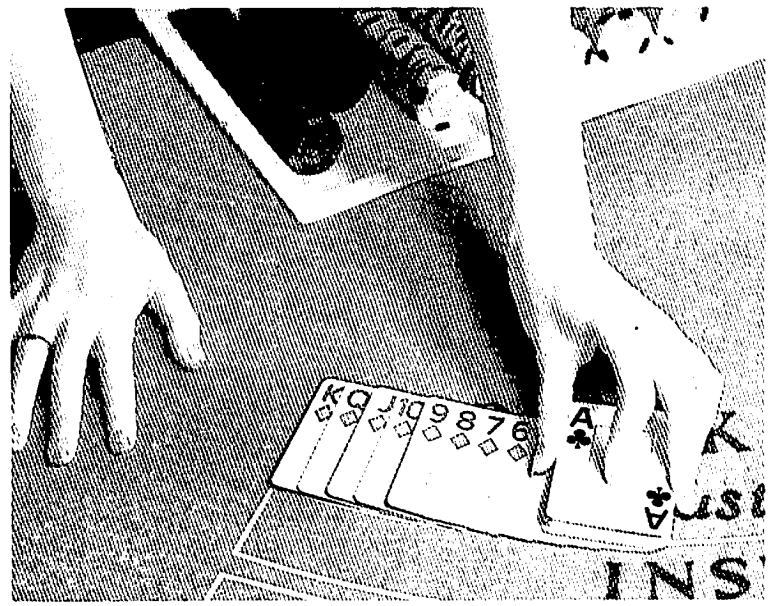
SECTION	CARDWORK	
TITLE	FANNING CARDS FOR DISPLAY	BJ(9)

OPEN THE PACKS

Sort each pack into order, Ace, Two etc. Check all cards are there and that there are no markings.

LAY THE FAN (METHOD A)

Take one pack of 52 cards with cards face up. Place the 1st finger on top and apply gentle pressure. Thumb, 2nd and 3rd fingers on either side to spread and 4th finger behind to keep the cards straight. Spread the cards right to left. Repeat this with the remaining pack.



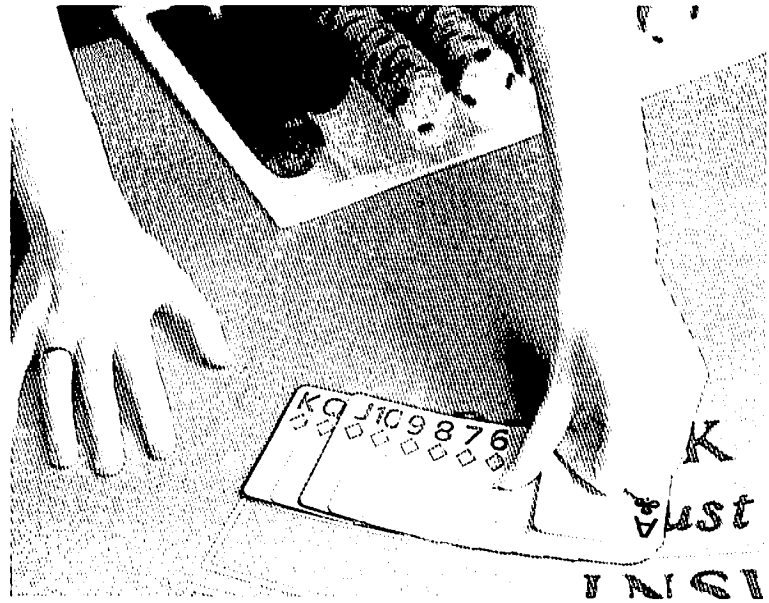
LAY THE FAN (METHOD B)

Take one pack of 52 cards with cards face up. Place the knuckles of 1st, 2nd, 3rd and 4th fingers on top to keep the cards in position and thumb against the long edge to spread.

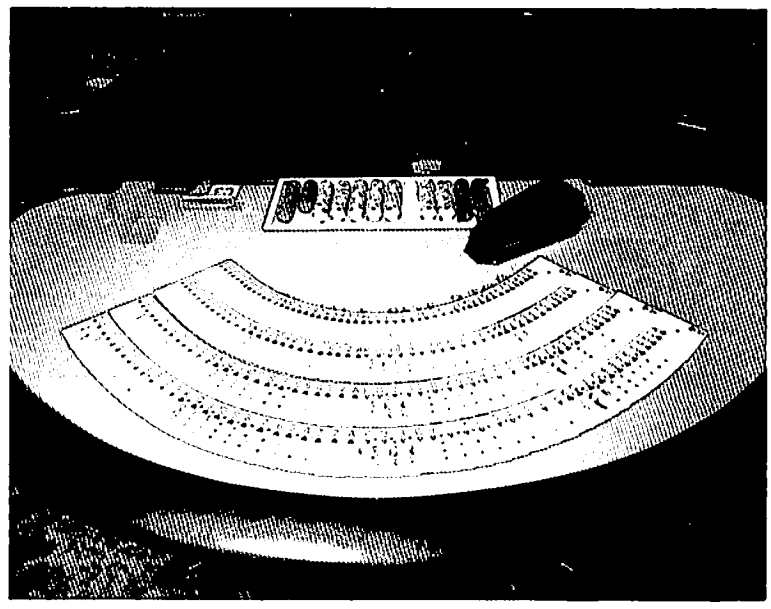
See over.

SECTION	CARDWORK	
TITLE	FANNING CARDS FOR DISPLAY	BJ(9) Cont'd

LAY THE FAN (METHOD B)



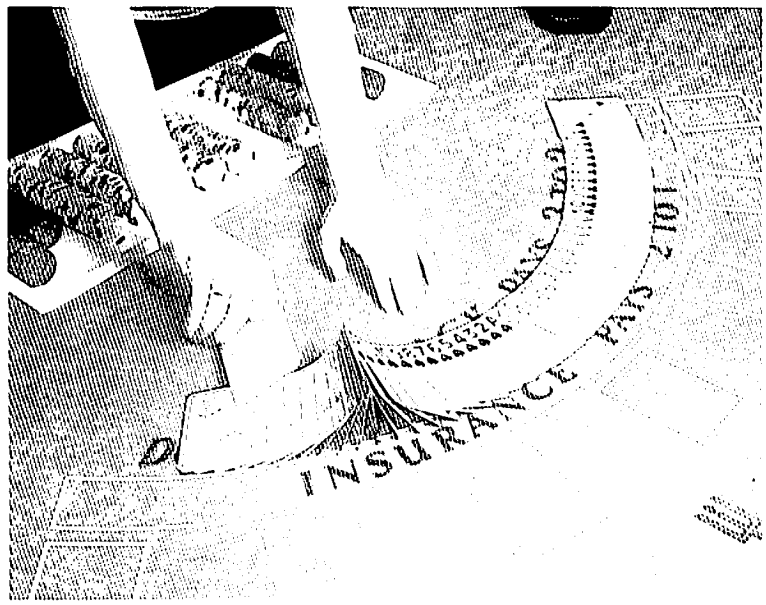
LEAVE THE CARDS SPREAD FOR DISPLAY AND CHECKING



SECTION	CARDWORK	
TITLE	CHEMMY SHUFFLE	BJ(10)

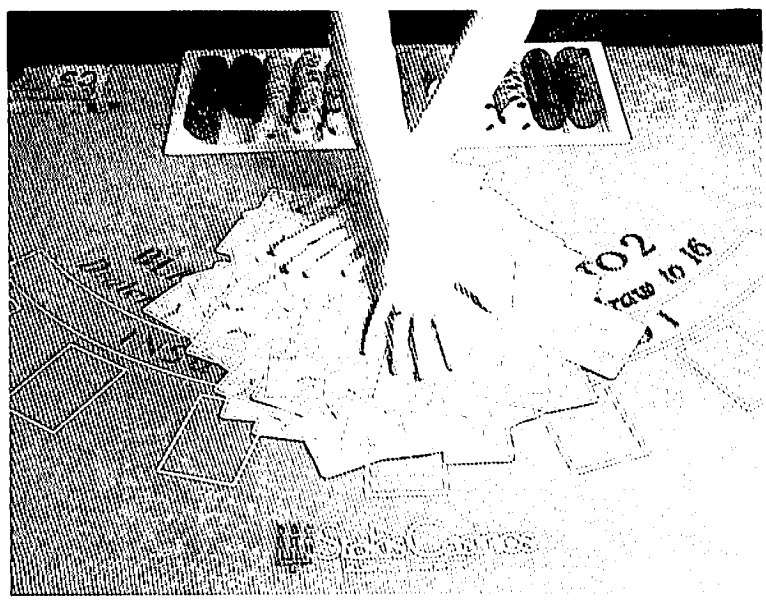
TURN THE CARDS OVER

Using the first card of each spread row or cutting card lift and push the remaining cards over. Repeat with the rest of the cards.



MIX THE CARDS FACE DOWN

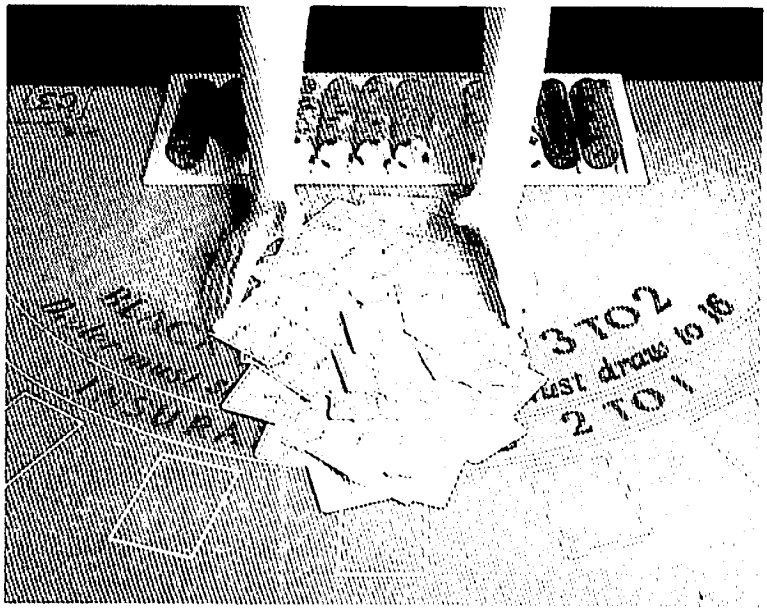
Place both hands on the cards with fingers spread and mix them in a circular movement.



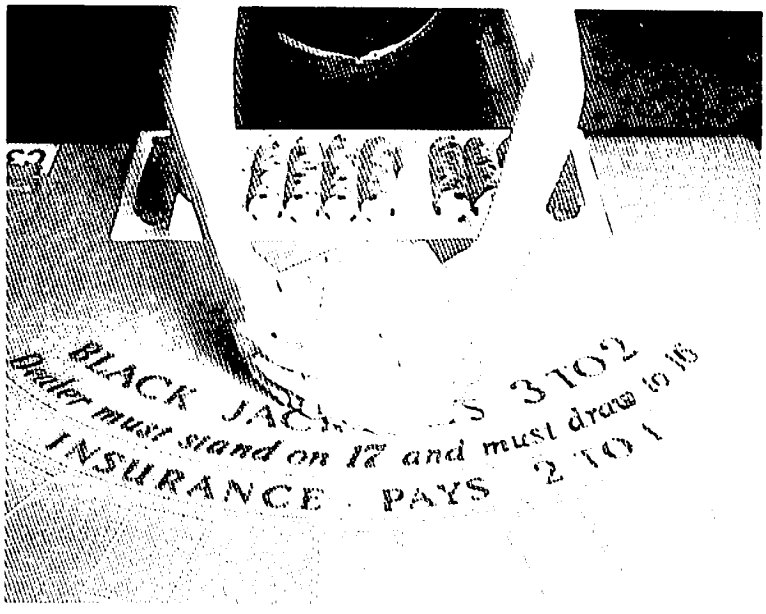
SECTION	CARDWORK	
TITLE	BLOCKING AND SQUARING THE CARDS	BJ(11)

GATHERING THE CARDS

Gather the cards to the centre and revolve these anticlockwise.

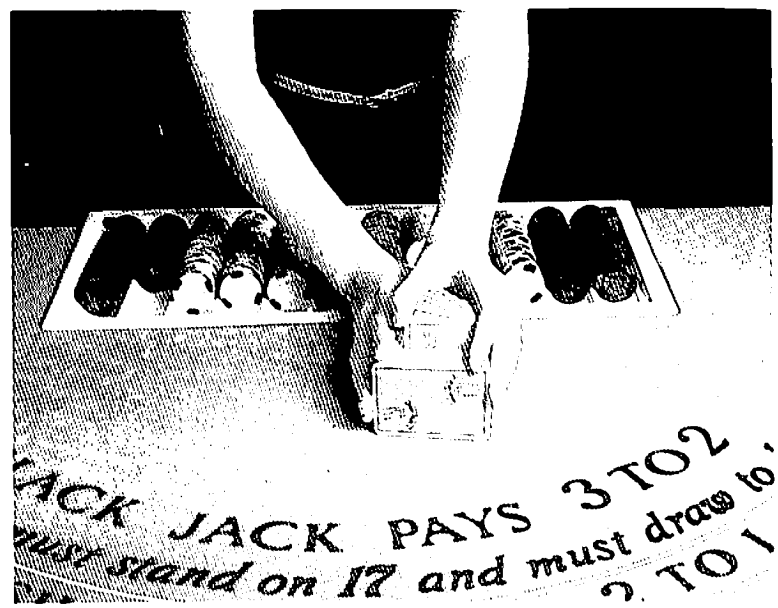


Using one card scoop the remaining cards up.



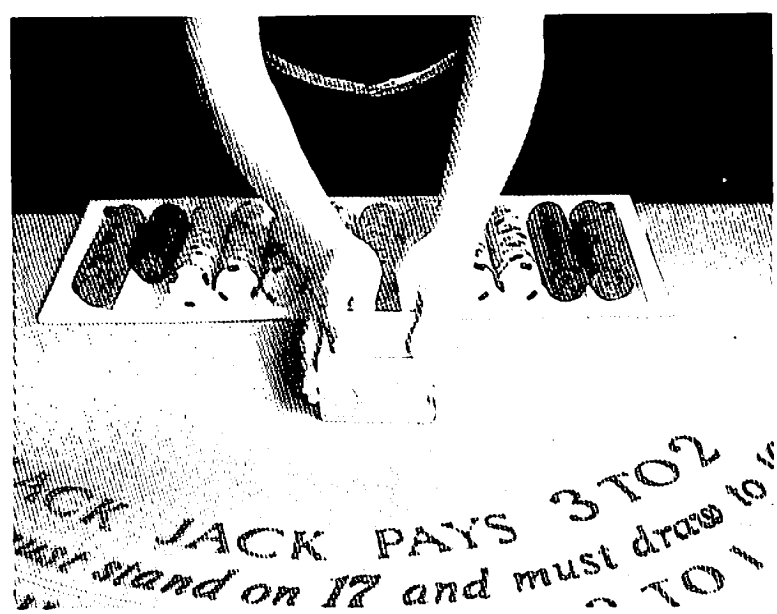
SECTION	CARDWORK	
TITLE	BLOCKING AND SQUARING THE CARDS	BJ(11) Cont'd

Rock these gently side to side, stroke the sides of the cards with 1st finger of right hand and thumb of left hand to push the cards down neatly.



SQUARE THE CARDS

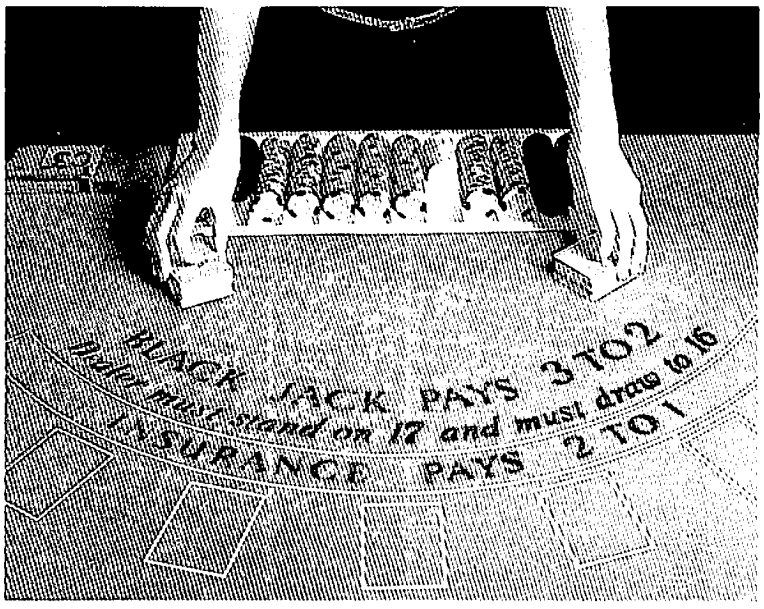
Place the 1st fingers of both hands on top of the horizontal line and push the cards down vertically and with the remaining fingers push the sides of the pack horizontally. Ensure both thumbs behind the pack keep the cards together.



SECTION	CARDWORK	
TITLE	BLOCKING AND SQUARING THE CARDS	BJ(11) Cont'd

HALF THE COMBINED PACKS IN TWO

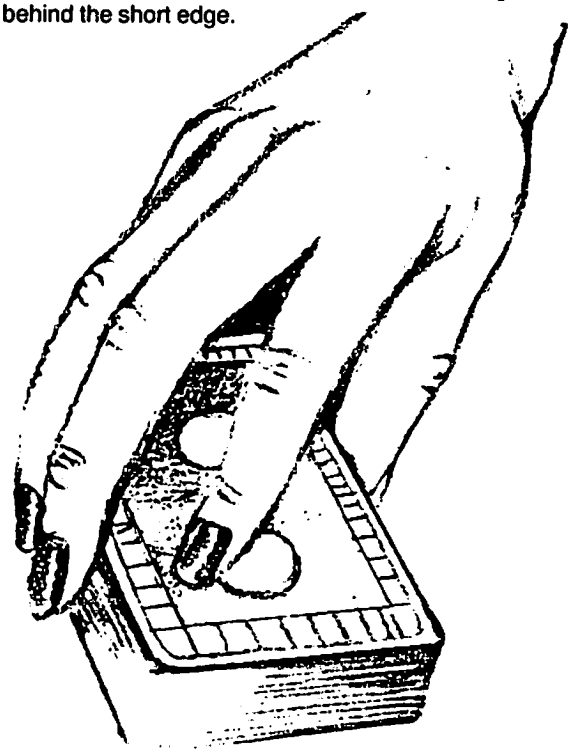
Divide the pack into two halves and place one on either side of the float tray at an angle of 45° ready for riffle shuffle.



SECTION	CARDWORK	
TITLE	RIFFLE SHUFFLE	BJ(12)

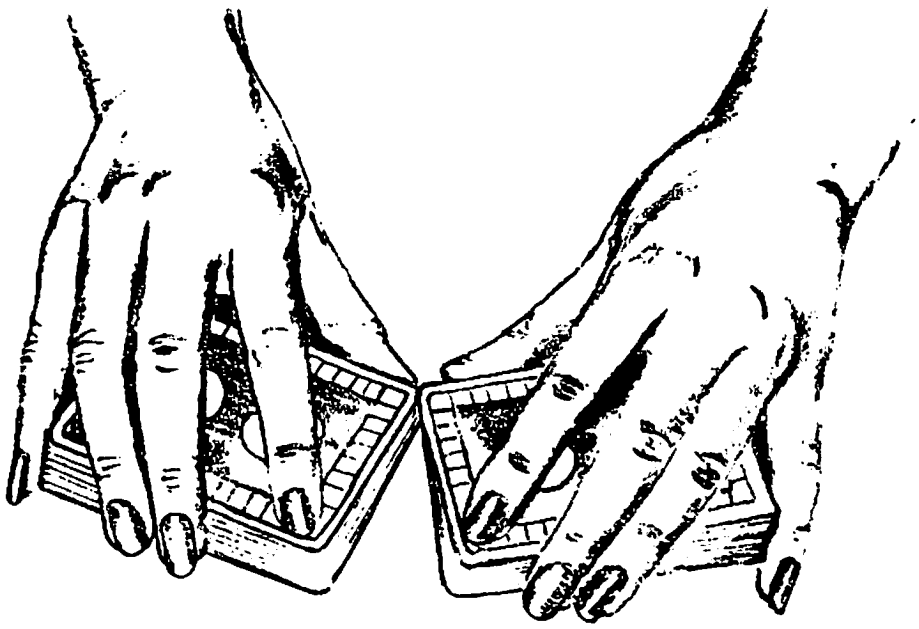
TAKE 35 CARDS APPROX. FROM EACH LEFT AND RIGHT PACKS

Hold each pack with 1st finger on top, thumb, 2nd and 3rd finger on either side and 4th finger behind the short edge.



BRING THE PACKS TO THE CENTRE

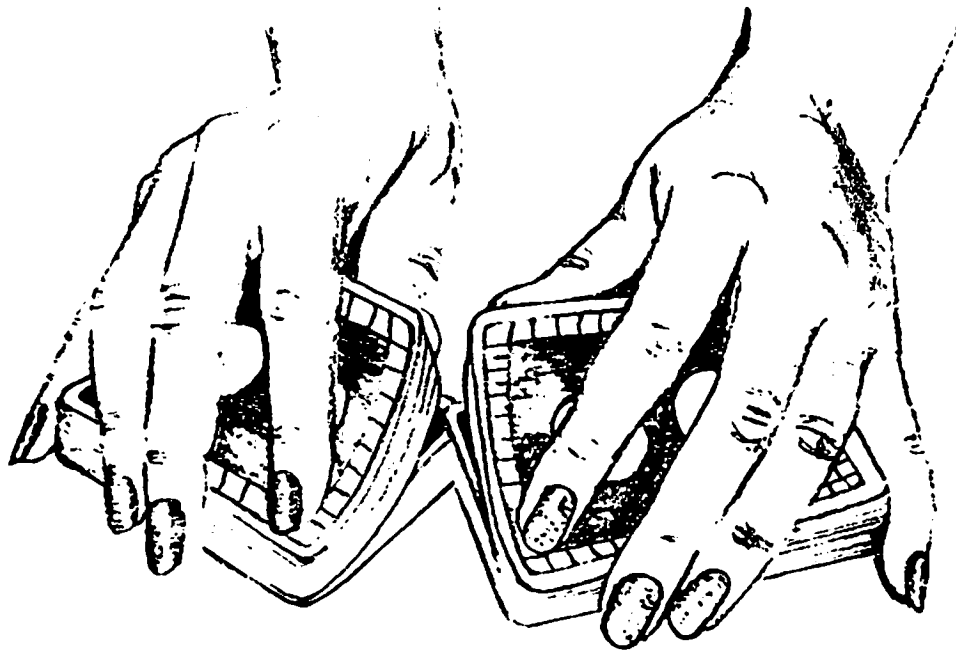
Position the packs at 45° angle on top of each other. Relax the hands over the cards with thumbs inside long edges, 2nd and 3rd fingers opposite long edges, 4th finger along short edges and 1st finger stretched over the far corners and pressing the cards down with light pressure.



SECTION	CARDWORK	
TITLE	RIFFLE SHUFFLE	BJ(12) Cont'd

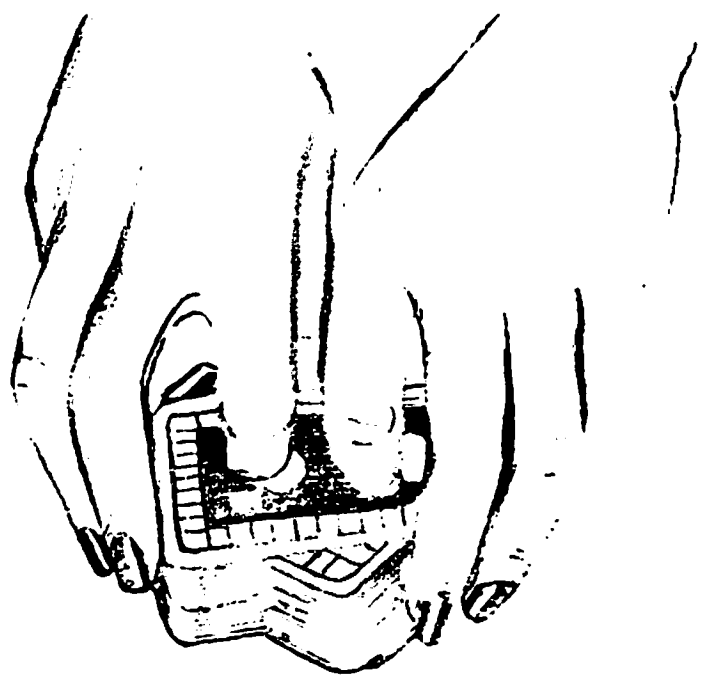
RIFFLE THE CARDS

Lift the near corners up with thumbs and overlap these. Release the cards progressively working from bottom to top.



SQUARE THE COMBINED PACK

Push the small edges forward with the 4th fingers.

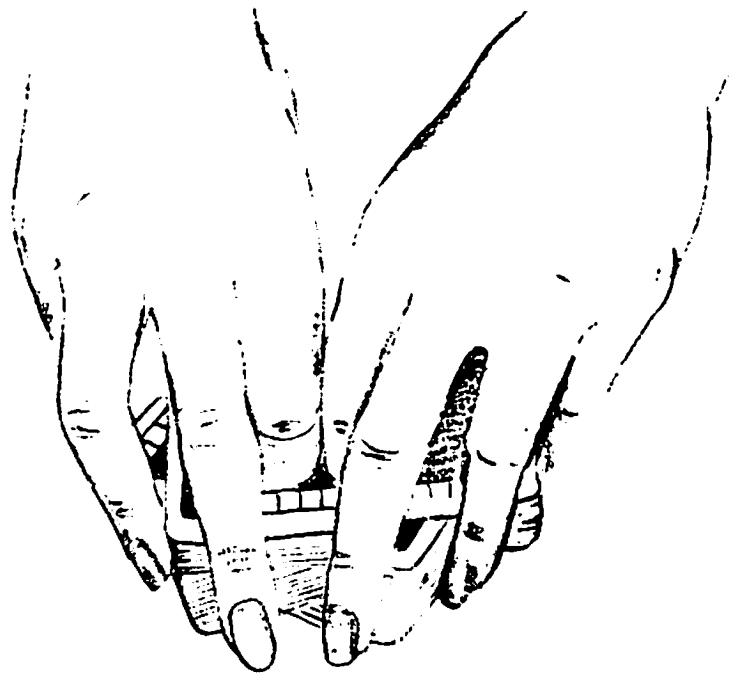


Stakis Casinos

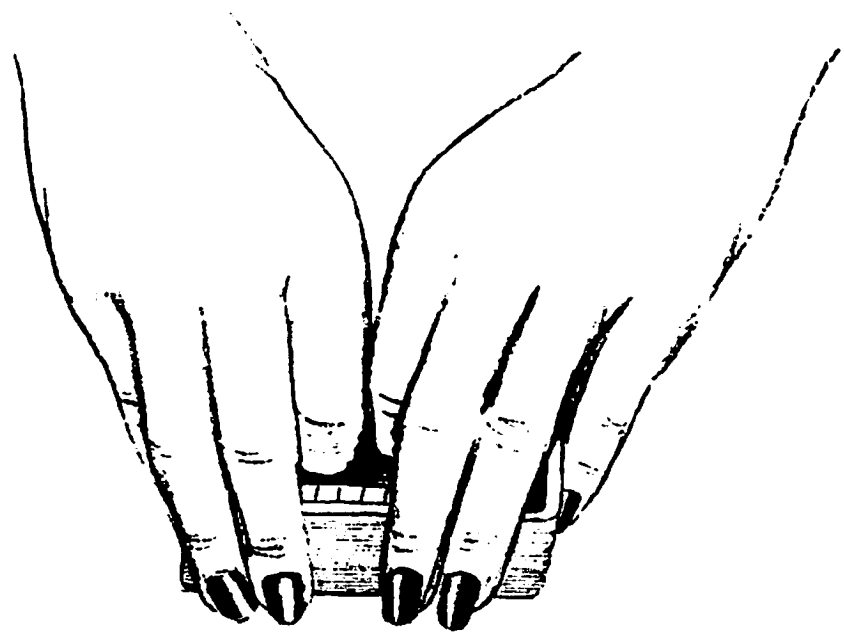
SECTION	CARDWORK	
TITLE	RIFFLE SHUFFLE	BJ(12) Cont'd

SQUARE THE COMBINED PACK

Square these with the 2nd fingers.



Finally squeeze the cards together into an elongated pack.



REPEAT WITH THE REMAINING CARDS

Shuffle one third of each once (three times only on opening the table at the start of play).

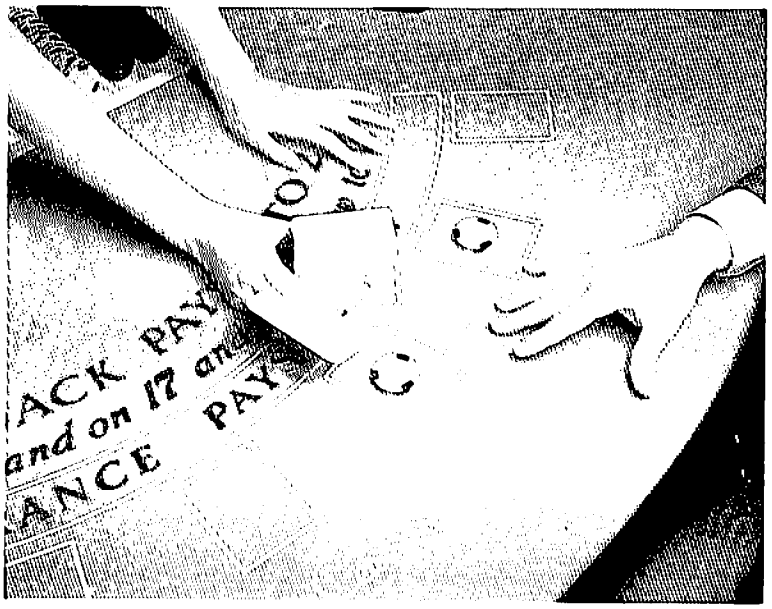
SECTION	CARDWORK	
TITLE	CUTTING THE PACK	BJ(13)

LIFT THE PACK

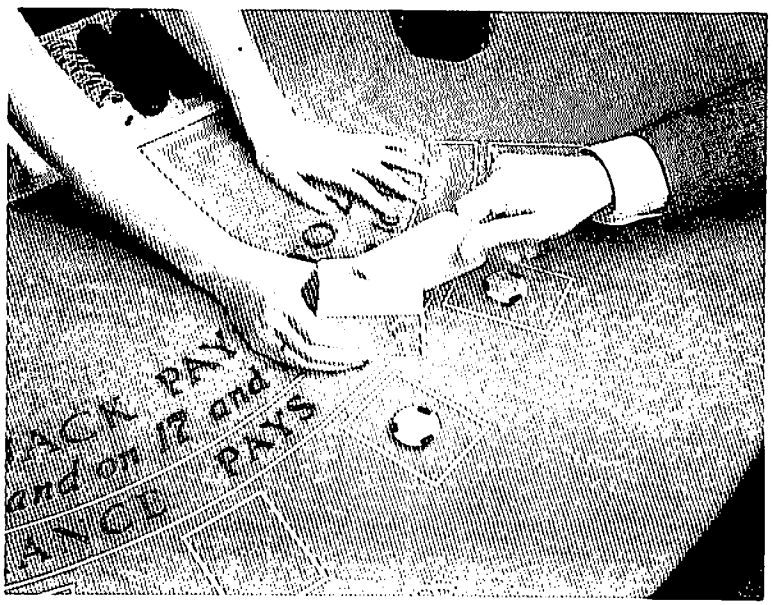
Hold the combined packs with thumb and 1st finger and the cutting card between 1st and 2nd finger.

PLAYER'S CUT

Offer the pack with the 'cutting card' to the player.



Request him to cut this.



SECTION	CARDWORK	
TITLE	CUTTING THE PACK	BJ(13) Cont'd

THE DEALER'S CUT

Bring the front portion of the pack to the back.

Take the cutting card and 'cut' in approximately one pack from the back. Ensure that no cards are exposed.

SECTION	CARDWORK	
TITLE	CUTTING THE PACK	BJ(13) Cont'd

WHICH PLAYER WILL CUT THE PACK?

On the initial deal and when the cutting card is drawn to the dealer's hand the 'cut' will be offered to the player on the dealer's right. When the cutting card is drawn to a player's hand that player shall be offered the 'cut'.

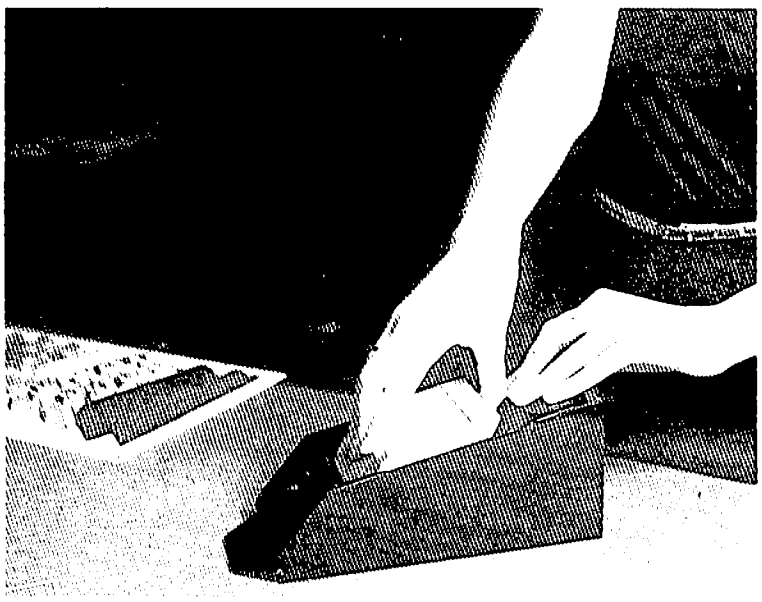
SECTION	CARDWORK	
TITLE	PLACING THE CARD IN THE SHOE	BJ(14)

LIFT THE PACK

With right hand, thumb at the back and remaining fingers to the front of the pack hold the cards firmly.

PLACE THE CARDS IN THE SHOE

Push the shoe roller back with the left hand and place the cards inside the shoe. Ensure the cards sit square inside the shoe by pushing them down with the left hand if necessary.



SECTION	CARDWORK	
TITLE	DRAWING THE CARDS OUT FROM THE SHOE	BJ(15)

POSITION YOURSELF

Lean against the table with feet slightly apart.

POSITION THE SHOE

Place the shoe comfortably to the left so that the cards come out at right angles (i.e. 90°).

PULL THE CARD OUT

With left hand, arm slightly bent apply gentle pressure at the centre of the card with 2nd finger and the remaining on either side resting on the card.

Lift the near edge of the card with the thumb and pull it out on the baise.

SECTION	CARDWORK	
TITLE	LAYING CARDS	BJ(16)

TURN THE CARD OVER

Move the right hand to meet the left hand and grip the right hand corner of the card with thumb and 1st finger and turn it over.

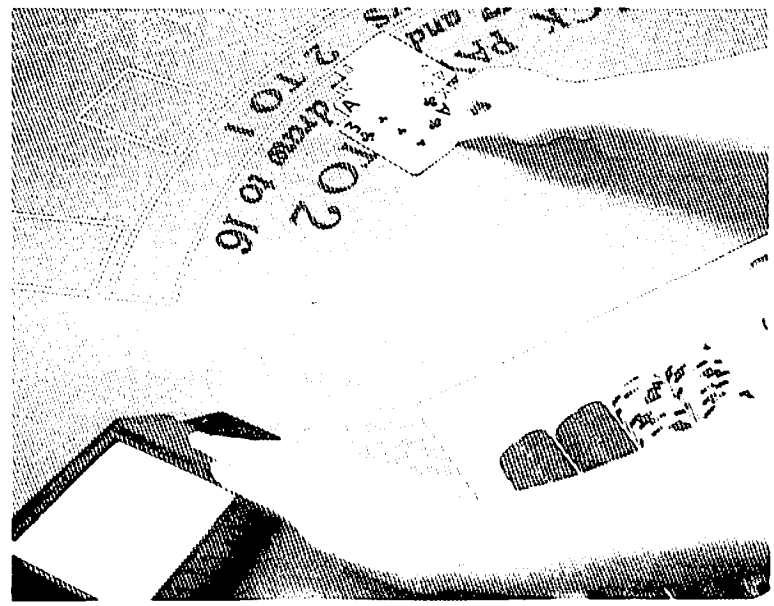
LAY THE CARD PRECISELY AGAINST THE BOX

Move the right hand in an 'arc' and place the card face up against the box. Keep the bottom left hand corner of the card in contact with the table throughout the 'arc'.

SECTION	CARDWORK	
TITLE	LAYING CARDS	BJ(16) Cont'd

SUBSEQUENT CARDS TO THE SAME BOX

Step subsequent cards diagonally right to left ensuring that all numbers are shown (to both dealer and player).



SECTION	CARDWORK	
TITLE	DISCARDING CARDS	BJ(17)

PICK UP THE CARDS FROM THE LAST BOX WITH RIGHT HAND

Hold these between thumb and 1st and 2nd fingers.

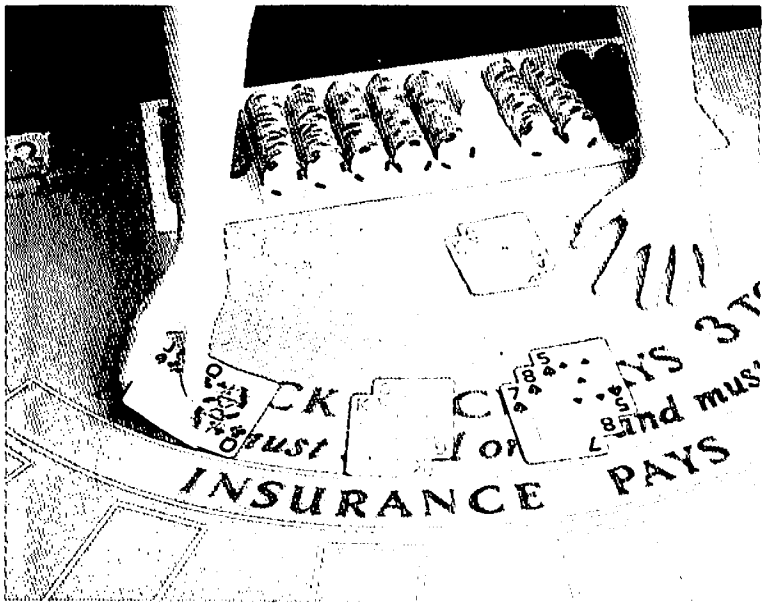
COLLECT THE REMAINING CARDS

Using the cards already picked scoop the remaining cards from right to left in such a manner that they may be reconstructed exactly in the event of a dispute.

See over.

SECTION	CARDWORK	
TITLE	DISCARDING CARDS	BJ(17) Cont'd

COLLECT THE CARDS



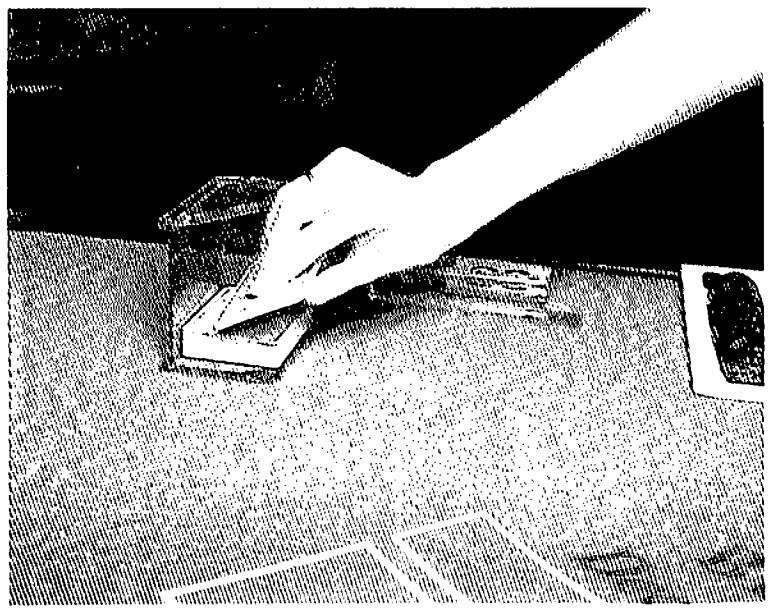
SQUARE THE CARDS

Press against the short edges with thumb and 4th finger on either side.

SECTION	CARDWORK	
TITLE	DISCARDING CARDS	BJ(17) Cont'd

DISCARD THE CARDS

Place the cards into the discard holder face down and with the dealer's cards on top.



SECTION	CARDWORK	
TITLE	SORTING CARDS OUT	BJ(18)

SORT CARDS IN SUITS

Turn all the cards face up and sort these into suits.

SORT THE SUITS INTO PACKS

Four packs to assemble. Fan out the cards and pick out each Ace, etc. 4 times.

ASSEMBLE SEPARATE PACKS

Arrange cards in packs of Hearts, Clubs, Diamonds, Spades.

SPREAD THE CARDS OUT FOR CHECKING

Ensure that no cards are either missing, marked, or added to the deck.

SECTION	CARDWORK	
TITLE	RULES RELATING TO CARDWORK	BJ(19)

RULES RELATING TO CARDS

Cards will be issued by a Manager.

1. Before the start of play, when the four packs of cards are issued to the table a member of Management should check the back of the cards for any marks or damage. The cards will then be spread out in suits face up, again checked by Management Inspector.
   At the close of play, the cards will again be checked, card by card, by Management.

2. The dealer will chemmy shuffle the cards face downwards, only on opening the table, after first players arrive.

3. The cards will be riffle shuffled, halve combined packs and shuffle one third of each once only. (Three times only on opening table).

4. Paragraph 3. will only be repeated when cutting card is exposed, and on a re-start of game.

5. When cutting card is exposed:
   a. The card should be placed behind the players box.
   b. Paragraph 3. will then be repeated and 'cut' offered to player holding cutting card.

6. Combination of colour of cards must be changed daily and records kept up to date.

7. Practising with cards is permitted with the express authority of the Management.

CARD COUNTING BY CUSTOMERS

On occasions when a card Counter is suspected of operating on a table, the Manager on duty may instruct the dealer to:

A Shorten the shoe by inserting the cutting card nearer the middle.
B Increase the number of shuffles to two or three times alternately.

SECTION	THE DEALING CYCLE	
TITLE	INITIAL DEAL	BJ(20)

INVITE PLAYERS TO PLACE BETS

Announce 'Place your bets please'.

Any change required if given
Prospective bets are placed
Positioning of bets is correct
Maximums and minimums are observed.

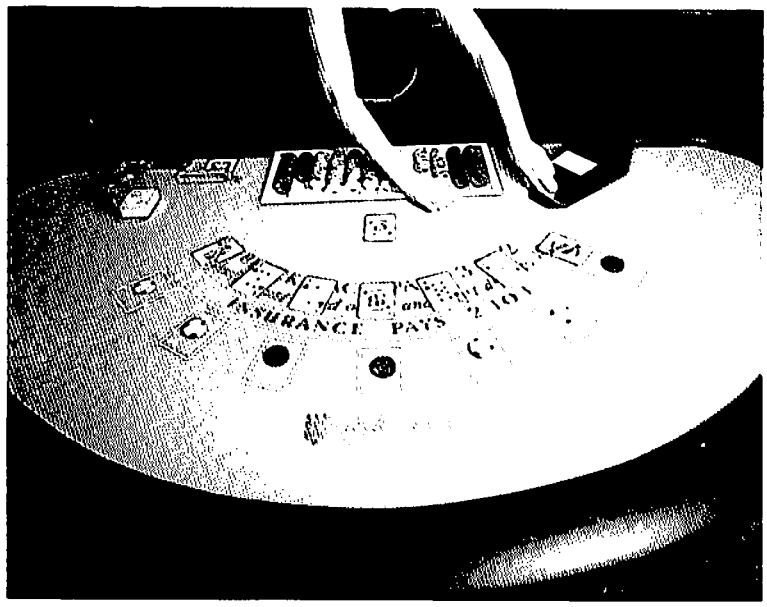
DEAL THE FIRST ROUND OF CARDS

Deal a card in rotation to each box containing bets from left to right and to the inner insurance line and a card to yourself.

See over.

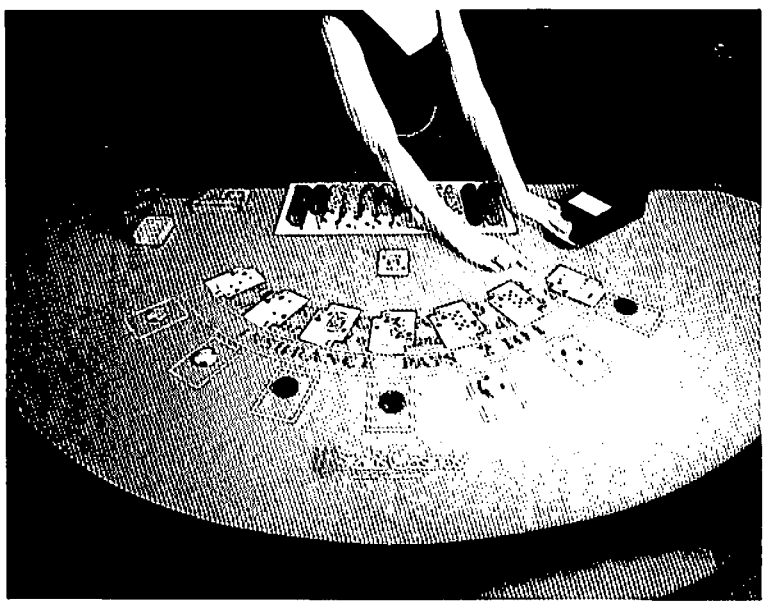
SECTION	THE DEALING CYCLE	
TITLE	INITIAL DEAL	BJ(20) Cont'd

DEAL THE FIRST ROUND OF CARDS



DEAL THE SECOND ROUND OF CARDS

Deal a second card to each of the boxes only and step these diagonally right to left ensuring that all numbers are shown.



SECTION	THE DEALING CYCLE	
TITLE	INSURANCE	BJ(21)

INSURANCE RULE

When the dealer's first card is an Ace, any player who has a score of 21 with the first two cards i.e. Blackjack, may wage a stake equivalent to half of the original stake or any part of this, that the dealer's second card will have a value of 10.

INSURANCE PAYOUT

Any bet made under this rule shall if won be paid at odds 2 to 1 and initial bets shall be a stand off.

SECTION	THE DEALING CYCLE	
TITLE	INTERIM SETTLEMENT	BJ(22)

ON COMPLETION OF THE INITIAL DEAL AND BEFORE SUBSEQUENT DEAL

1. Where a player has a 'Blackjack' and the dealer has neither a 10 nor an Ace, the dealer shall pay the bet at the odds of 3 to 2 and collect the player's cards.
2. Where a player makes an insurance bet equivalent to half the amount staked on his initial bet, then the dealer may pay the player an amount equal to the initial bet in settlement of both those bets.
3. During the subsequent deal where the dealer's second card is not a 10, any insurance bets which remained unsettled shall be lost. These must be collected by the dealer at once upon the drawing of that card.

SECTION	THE DEALING CYCLE	
TITLE	SUBSEQUENT DEAL (PLAYER'S HAND)	BJ(23)

SUBSEQUENT DEAL

Players may request additional cards to be dealt to their hands subject to the rules of play.

SECTION	THE DEALING CYCLE	
TITLE	SUBSEQUENT DEAL (PLAYER'S HAND)	BJ(23) Cont'd

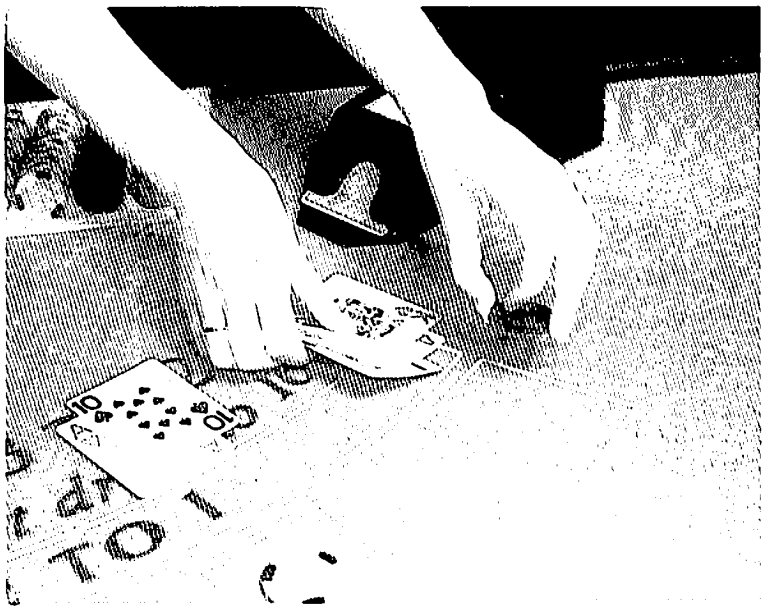
DEAL WITH EACH BOX SEPARATELY WORKING FROM LEFT TO RIGHT

The box holder only should have the right to request cards (split or double down). Under no circumstances deal a card to or 'pass' a player's hand without his expressed instructions.

DEALING WITH LOSING HANDS

Whereby a player, having requested a card draws a total of more than 21, his bet shall be lost.

Collect his bet with the left hand first and then his cards with the right.



COMMENTARY

Point to and announce clearly running totals of each hand (including your own).

SECTION	THE DEALING CYCLE	
TITLE	SPLITTING PAIRS	BJ(24)

THE RULE FOR 'SPLITTING'

A player may split any 'pair' other than 4's, 5's or 10's.
Only the box holder may decide whether to split or not.

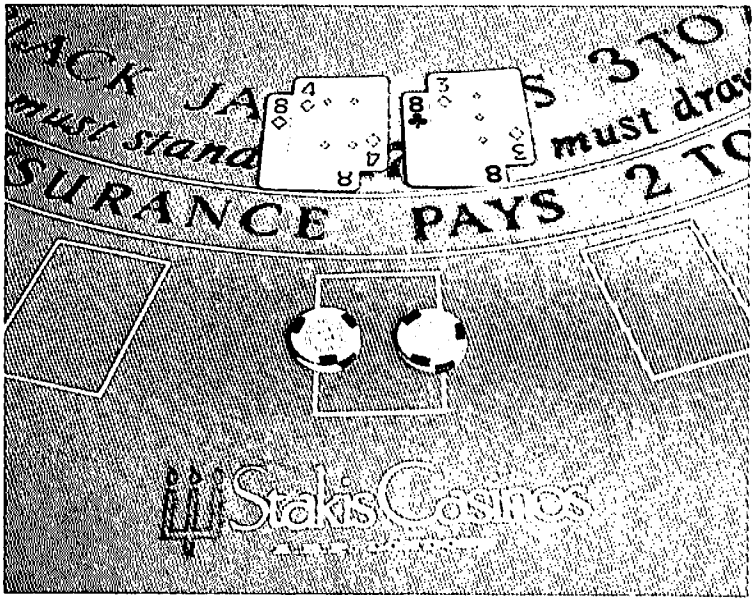
CALL THE POINT AND OFFER THE SPLIT

Announce e.g. 'Sixteen or split Eights'.

SECTION	THE DEALING CYCLE	
TITLE	SPLITTING PAIRS	BJ(24) Cont'd

SHOULD A PLAYER WISH TO SPLIT

1. Ask him to place an equivalent amount to the side of the initial stake.
2. Separate the cards out (any player sharing a box not wishing to split must declare on which hand he wishes to place his bets).
3. Deal a second card to each split card in turn and treat each hand as an individual hand on its own.



4. The player may request additional cards or 'double down' but may not 'split' again.

Split Aces will receive one card only on each Ace.

An Ace receiving a court card or ten will count as 21 and not Blackjack.

SECTION	THE DEALING CYCLE	
TITLE	DOUBLING DOWN	BJ(25)

THE RULE FOR 'DOUBLING DOWN'

A player may double his bet if his first two cards have a 'Hard' total (without an Ace) of 9, 10 or 11. He may then receive one card only.

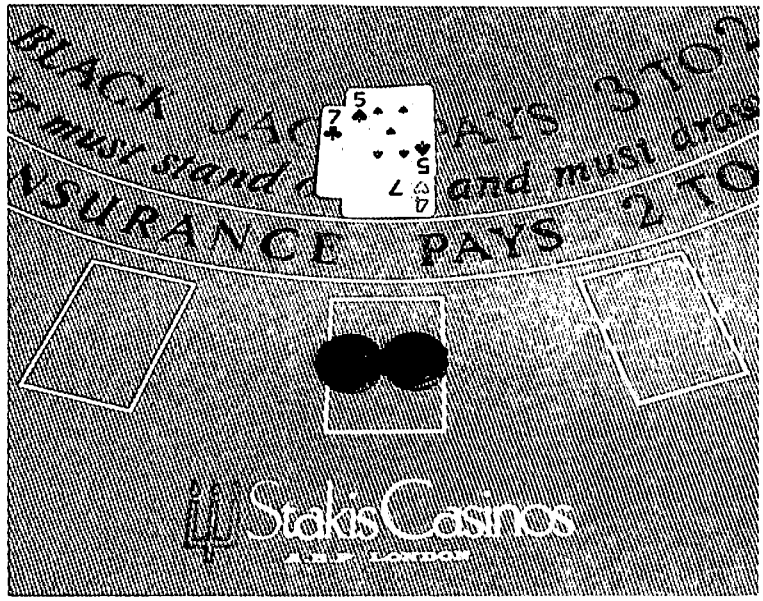
Only the box holder shall decide whether to double down or not. Any player sharing that box not wishing to double must be informed that the 'hand' will only receive one additional card.

CALL THE POINT AND OFFER THE DOUBLE

Announce e.g. 'Eleven or double'.

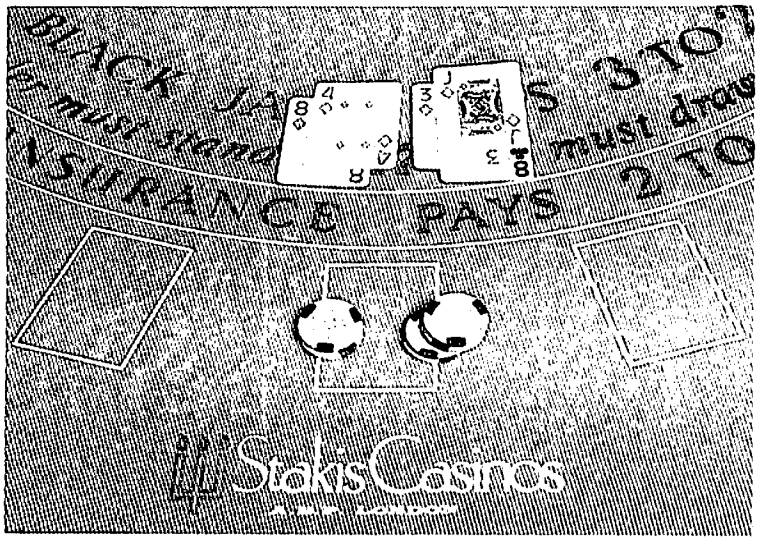
SHOULD A PLAYER WISH TO DOUBLE

1. Ask him to place an equivalent amount alongside his initial stake.
2. Move the top card to the right and draw one additional card only to that hand.



SECTION	THE DEALING CYCLE	
TITLE	DOUBLING DOWN	BJ(25) Cont'd

In the case when the customer wishes to 'double down' after 'splitting' step the bets as shown.



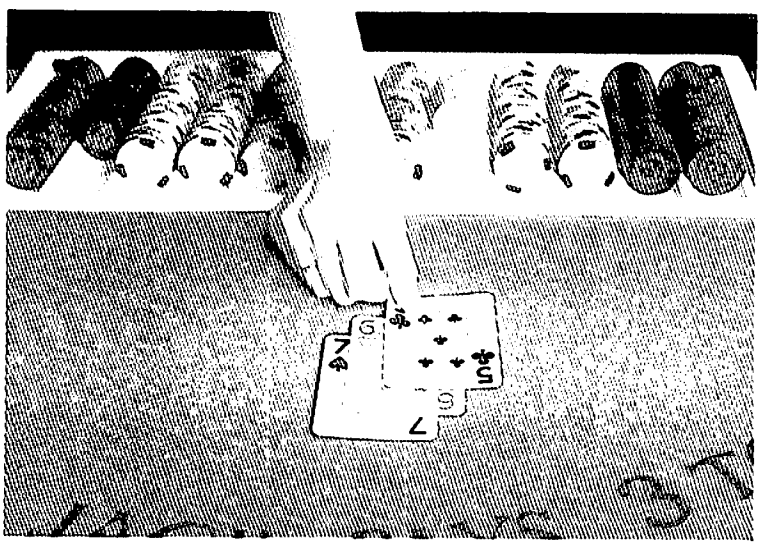
SECTION	THE DEALING CYCLE	
TITLE	SUBSEQUENT DEAL (DEALER'S HAND)	BJ(26)

RULE

When the subsequent deal to all players hands has been completed deal additional cards to your own hand subject to the following rule:
the dealer must draw on 16 or less and must stand on 17 or more.

PROCEDURE

Step the cards diagonally right and left and announce the total each time.



SECTION	FINAL SETTLEMENT	
TITLE	DETERMINING LOSING & WINNING HANDS	BJ(27)

LOSING WAGERS

A bet on a hand with a count value less than that of the Dealer's hand shall be lost. If the Dealer has Blackjack any bet with a count value of 21 (excluding Blackjack) or less shall be lost.

STANDS OFFS

A bet on a hand with the same count value as that of the dealers hand shall be a stand off.

WINNING WAGERS

If the Dealer's hand has a count value of more than 21 or less than the count value of the hand upon which the bet was made then the bet will be a winning one.

ORDER OF SETTLING BETS

All bets must be paid or taken in order from right to left.

MORE THAN ONE BET ON THE BOX

Whenever the box contains more than one bet the back chips must be paid first.

MIXED DENOMINATION BETS

These should be broken down and paid colour to colour.

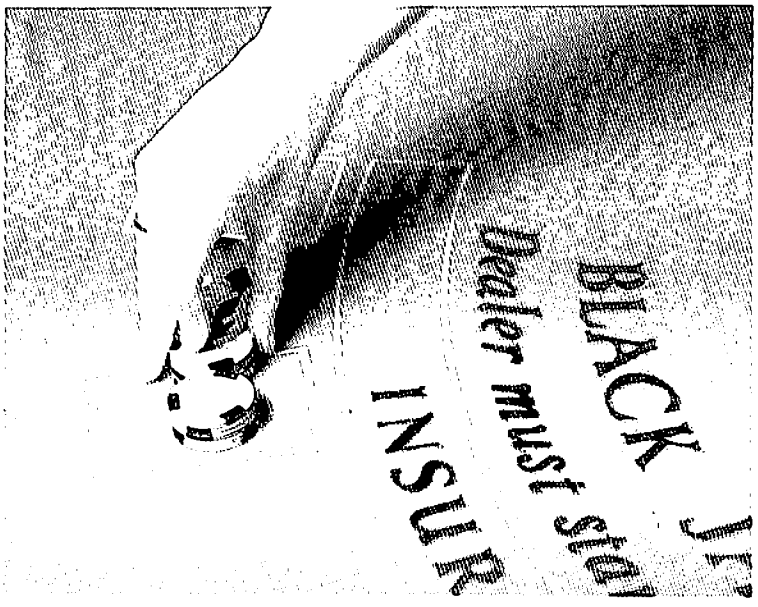
PAYING A BET

All bets with the exception of Blackjack must be paid 'flat' and whenever possible colour to colour.

SECTION	FINAL SETTLEMENT	
TITLE	PAYOUTS 1 to 1	BJ(28)

PAYING COLOUR TO COLOUR
e.g. 5 x £1

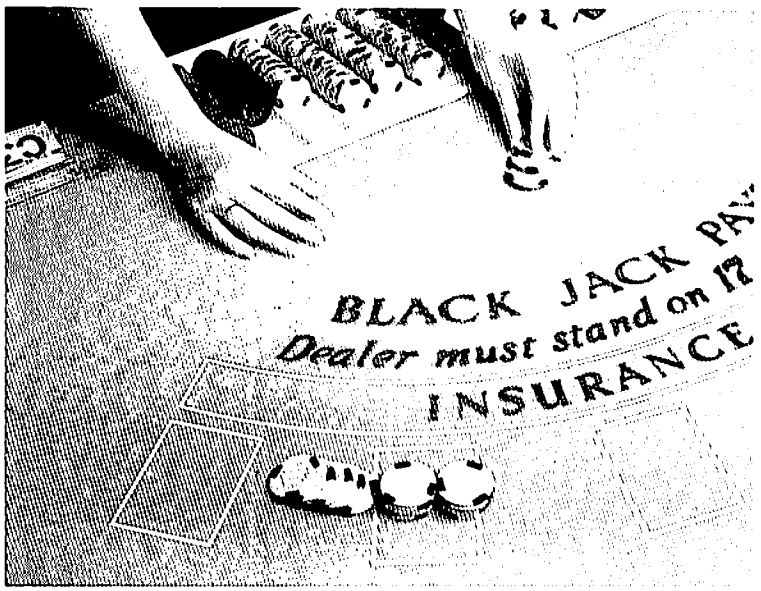
Cut into the bet with the same denomination chips.



PAYING A BET IN TOTAL
e.g. 15 x £1

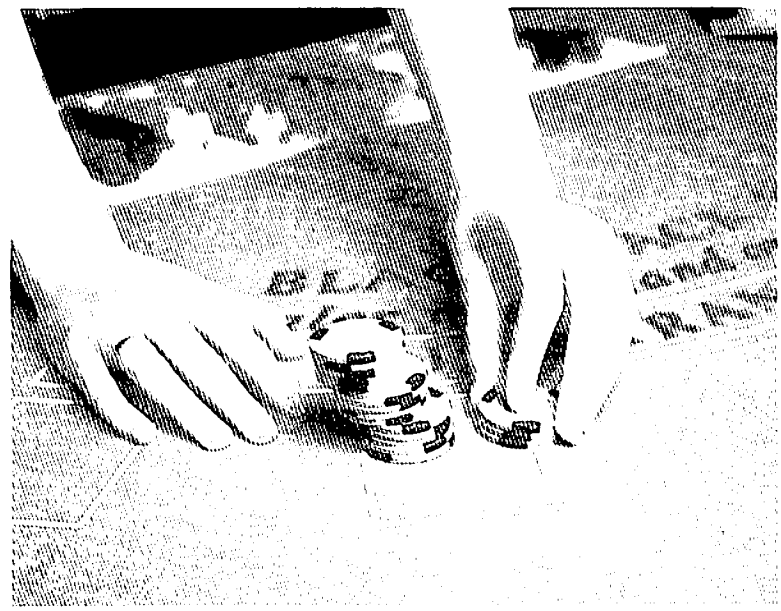
'Clean hands', cut down the bet and announce the total e.g. 'Fifteen Pounds'.

Extract equivalent amount in higher denomination chips from the float and prove this in the payout area. Announce e.g. 'Fifteen Pounds'.



SECTION	FINAL SETTLEMENT	
TITLE	PAYOUTS 1 to 1	BJ(28) Cont'd

Step the winning bet and place the payout alongside it.

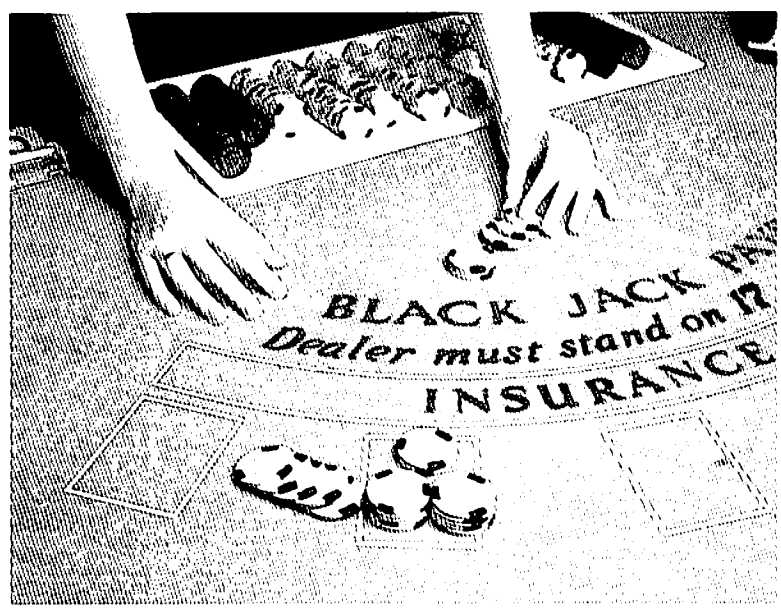


COLOUR CHANGE ON THE BOX e.g. 17 x £1

'Clean hands', cut down the bet in fives e.g. 3 x £5 and put the rest of the chips i.e. 2 x £1 to the front.

COLOUR CHANGE ON THE BOX e.g. 17 x £1

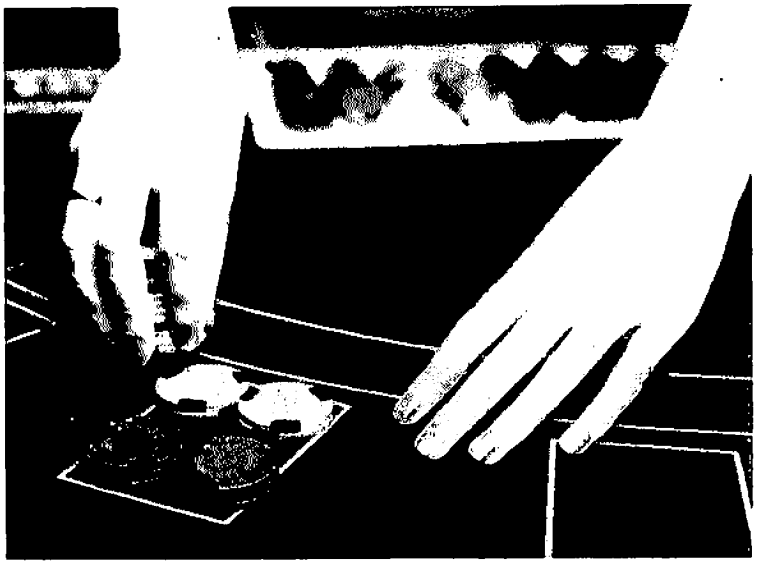
Make up an amount in fives equal to 3 x £5 (exchange) and an equivalent amount 3 x £5 (payout). Prove both in payment area.



SECTION	FINAL SETTLEMENT	
TITLE	PAYOUTS 1 to 1	BJ(28) Cont'd

With the left hand, pick up both exchange and payout, place exchange alongside the fifteen pounds and lift these up with the right hand.

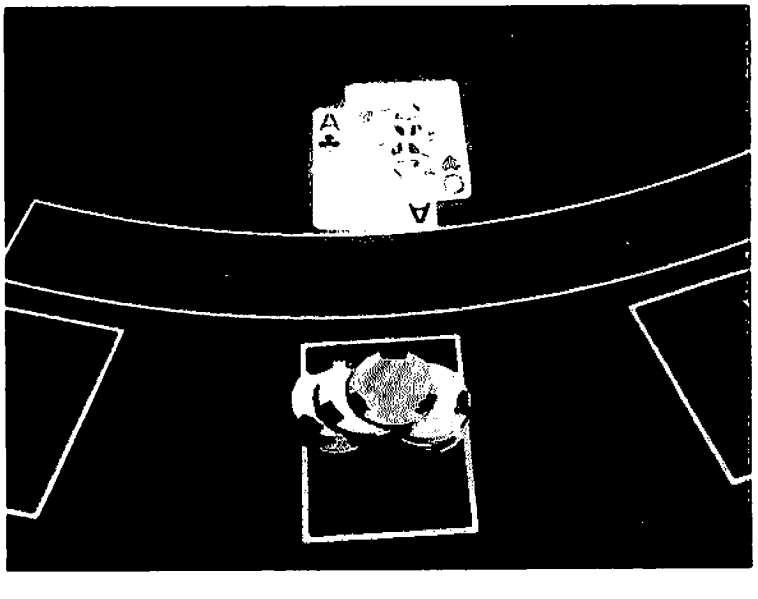
Cut into the fives with the payout i.e. 3 x £5 and into the pounds with those held in the right hand.



SECTION	FINAL SETTLEMENT	
TITLE	PAYOUTS 3 to 2	BJ(29)

BETS UP TO FIVE CHIPS e.g. 5 x £1

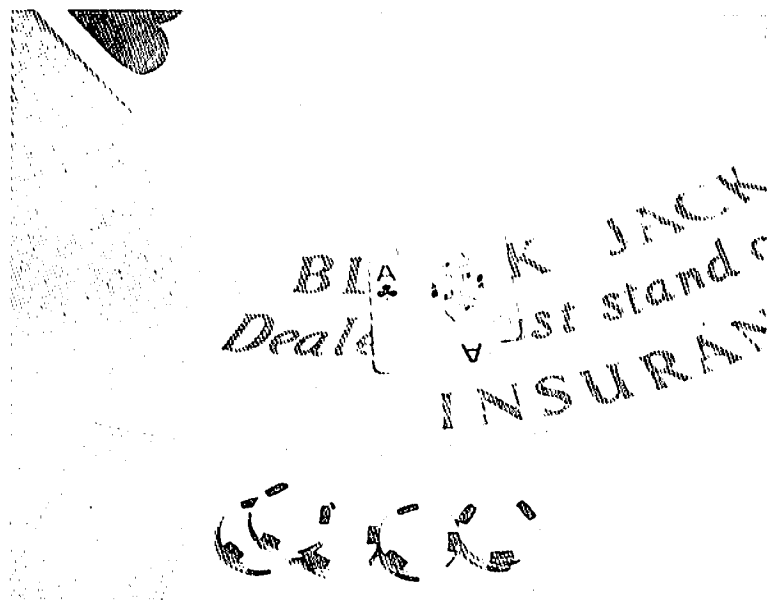
Cut into the bet and 'bridge' half the amount.



SECTION	FINAL SETTLEMENT	
TITLE	PAYOUTS 3 to 2	BJ(29) Cont'd

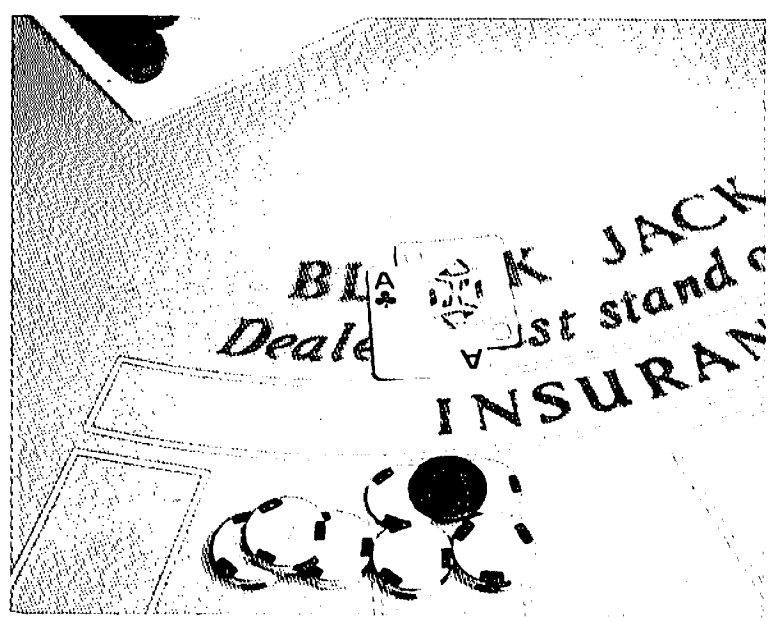
BETS COMPRISING MORE THAN FIVE CHIPS e.g. 6 x £1

Half the bet and cut into three times and bridge.



e.g. 7 x £1

In the case of an odd chip place this in front and cut into once and bridge the half.



SECTION	CHANGE FOR PLAY	
TITLE	CASH CHANGE	BJ(30)

PICK UP THE CASH

Announce 'change only'

COUNT THESE

By stepping them in units of five and in their denomination in front of the float tray.

STATE THE AMOUNT

e.g. 'Buying in twenty pounds'.

CUT DOWN THE CHIPS REQUIRED

In front of the float tray and to the right — see 'Mode of Cutting Down Chips' BJ(5). Announce and confirm the transaction with the Inspector.

PASS THE CHIPS ACROSS TO THE PLAYER

Announce the amount e.g. 'Twenty pounds, thank you Sir/Madam'.

PLACE THE CASH DOWN THE DROP

Announce e.g. 'Twenty pounds down'.

RECORD THE DROP

On the cash meter provided.

SECURITY RULE

Cash must be placed on the table by the player. At no time should cash be accepted from the player's hand.

SECTION	CHANGE FOR PLAY	
TITLE	COLOUR CHANGE	BJ(31)

PICK UP THE CHIPS

Announce 'Colour Change'.

CUT THESE DOWN TO CHECK THE AMOUNT

In front of the float tray and to the left — see 'Mode of Cutting Down Unknown Quantities of Chips' BJ(5).

STATE THE AMOUNT

Announce e.g. 'Fifteen Pounds'.

CUT DOWN THE CHIPS REQUIRED

In front of the float tray and to the right — see 'Mode of Cutting Down Known Quantities of Chips' BJ(5).
Announce and confirm the transaction with the Inspector.

PASS THE CHIPS ACROSS TO THE PLAYER

Announce the amount e.g. 'Fifteen Pounds' thank you, Sir/Madam.

REPLACE THE CHIPS BACK TO THE FLOAT

See BJ(6).

RULE

Normally change will only be given between hands. The only exception will be when players require change to double down, split pairs or make an Insurance Bet.

SECTION	MISCELLANEOUS	
TITLE	IRREGULARITIES	BJ(32)

IRREGULARITIES

1. A card dealt in error, shall be treated as undisclosed, and shall be used as though it were the next card from the shoe.

2. A card found face up in the shoe shall be used as the next card from the shoe and the players informed that all cards will be shuffled at the end of the hand.

3. In the event that the dealer's first card is an Ace and all remaining players hands are Blackjack, should the dealer's second card not be a picture or '10' the players hands will be declared winners and no further cards will be drawn to the dealer's hand.

4. Damaged or marked cards must be referred to Management immediately, whereupon the card will be shown and declared on being taken from the table for exchange, and again on receiving replacement.

5. Players holding a soft or hard total of 21 may not be dealt further cards.

WHEN THE GAME CEASES TEMPORARILY

6. The chips must be checked by Pit Boss the float cover must be securely positioned and locked. The cards must be removed from the shoe and placed in the discard holder and secured with the appropriate cover.

SECTION	MISCELLANEOUS	
TITLE	ADVICE TO THE PLAYERS	BJ(33)

ADVICE GIVEN BY THE GAMING BOARD FOR THE BENEFIT OF PLAYERS

1. A player shall not be advised by any employee, on how to play his hand, except to ensure compliance with the rules.

2. The advice of the Gaming Board for Great Britain shall be displayed for the benefit of players.

SECTION	MISCELLANEOUS	
TITLE	ADVICE TO THE PLAYERS	BJ(33) Cont'd

In accordance with regulations made in the Gaming Act 1968.

PLAYERS ARE ADVISED

1. To double down only if the dealers cards are a 2, 3, 4, 5, 6 or 7.

2. To split Aces and eights always.

3. To split 2's, 3's, 6's, 7's and 9's only if the dealers card is a 2, 3, 4, 5, 6 or 7.

4. To stand with a hard total of 17 or more if dealers card is 7, 8, 9, 10 or Ace.

5. To stand with a soft total of 18 or more.

N.B. A soft total is a hand containing one Ace, counting that Ace as 11.

SECTION	MISCELLANEOUS	
TITLE	FLOAT ISSUE AND BOOKING	BJ(34)

FLOAT ISSUE See AR(41).

BOOKING THE FLOAT See AR(41).

PART 4
PUNTO BANCO CONTENTS

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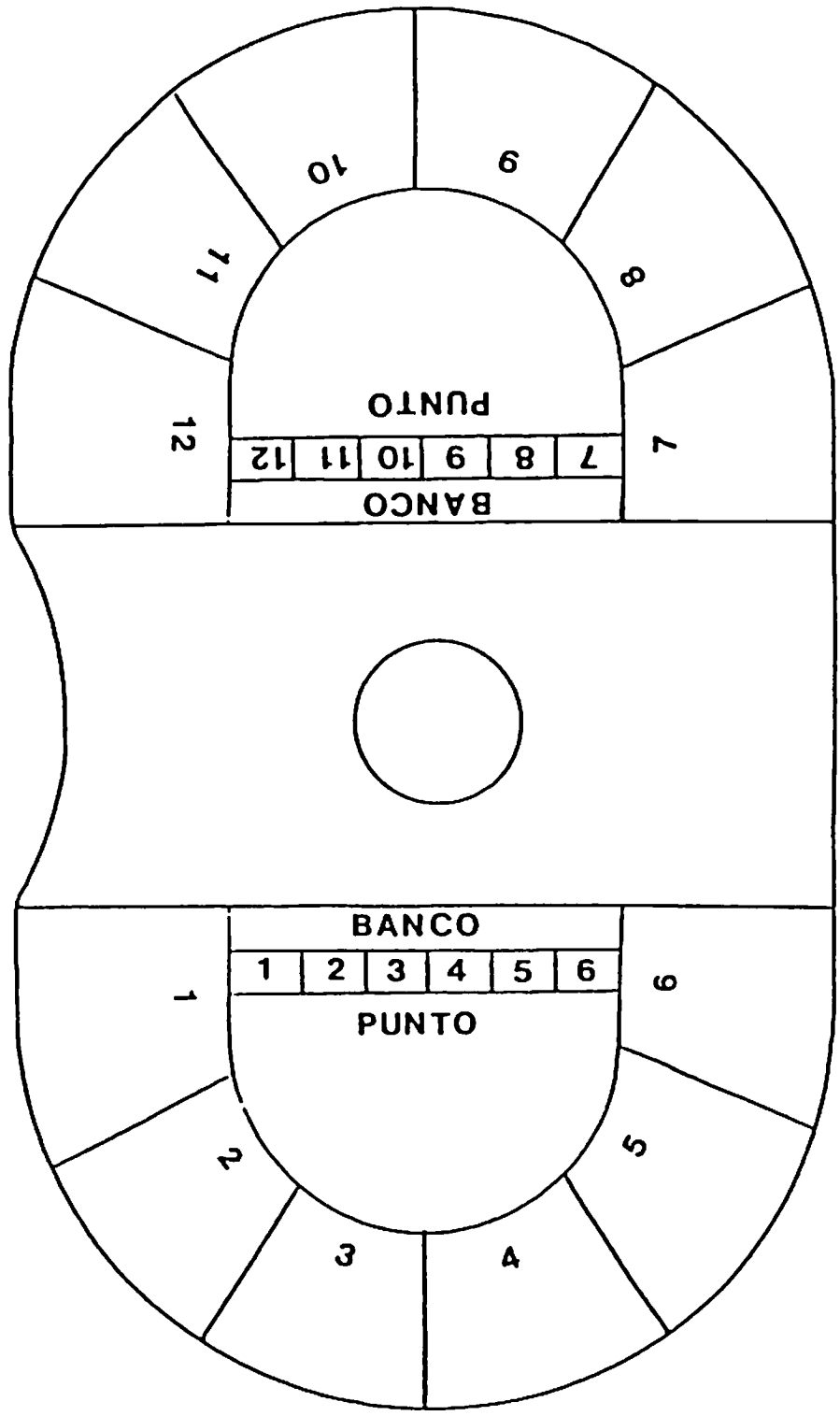
SECTION	THE GAME IN GENERAL	
TITLE	INSTRUMENTS OF PLAY	PB(1)

THE TABLE LAYOUT

This is made up of spaces for eight to sixteen seated players. These spaces are numbered and either inscribed 'Banco' for wagers with the Bank or 'Punto' for wagers against the Bank.

TYPICAL P.B. LAYOUT



SECTION	THE GAME IN GENERAL	
TITLE	INSTRUMENTS OF PLAY	PB(1) Cont'd

THE CARDS

Six packs of cards without jokers and totalling 312. These are dealt out from the shoe and discarded in a discard bin in the middle of the table.

Card Value

The value of cards is taken at their corresponding numerical value. Ace as one (1), the court cards have the highest value of ten (10), and the remaining cards are valued in accordance with their markings.

Hand Value

A 'hand' represents the total value of cards held at a given time. When the total value of these cards is a two digited number only the last digit has any value e.g.

6 + 7 = 13 The point is 3
10 + Ace = 11 The point is 1
9 + 3 + 6 = 18 The point is 8

A point value of Zero (10) is termed 'Baccarat e.g.

9 + Ace = 10 or Baccarat

POSTILLION

Two indicator cards of different colours one used as a cutting card and the other as a marker card.

THE PALETTE

A long paddle used by the dealer called the 'paletteman' to conduct business at the far reaches of the table.

THE CHIPS

These are marked with fixed value and stacked in twenties against a rack.

NON-NEGOTIABLE CHIPS

Plaques issued at cash point to be exchanged for cash chips.

PREPARING THE EQUIPMENT BEFORE THE COMMENCEMENT OF PLAY

It is the Duty Manager's responsibility to check the following:

1. Cash boxes are re-set and securely in position.
2. Lights are working and tables aligned correctly.
3. Cash drop meters are zeroed and drop cards available.
4. There are — 2 postillions (one to be used as a cutting card and the other as a marking card), and a shoe and palette.
5. There are adequate seats, ashtrays, pens and score cards available.
6. Correct floats and documentation are issued to appropriate table and six packs of cards to each table (without Jokers).

SECTION	THE GAME IN GENERAL	
TITLE	GAMING PERSONNEL	PB(2)

THE PALETTEMAN (PM)

The dealer using the palette is referred to as the paletteman. He is seated at the middle of the table and acts as the player (punto) during the game. He handles the cards for both Punto and Banco, announces the score each time and declares the winner.
In the absence of a second dealer he may collect all losing bets from the side of the table where the shoe is and at all times shall supervise the payouts on this side. In the case where there is no Inspector on the table the paletteman shall supervise the payouts on both sides of the table.

THE BASE DEALER (ONE OR TWO)

Stands directly across from the paletteman, deals with the bets and conducts all transactions taking place during the game.

THE INSPECTOR

Supervises the game in progress.

SECTION	THE GAME IN GENERAL	
TITLE	BETTING AND RULES OF PLAY	PB(3)

BETTING

Players may bet using cash chips or money (these to be changed in chips).

THE PLAY

The object of the game is to win a 'coup' or a 'bet' by holding a combination of two or three cards totalling nine (9) or as close as possible to nine.

At the start of play, the player in the lowest numbered position will first take the show and act as the Banker for the purpose of dealing the cards and playing the Bank's hand. He may bet with either the Bank or Punto.

The rest of the players may bet with the Bank by placing wagers in the spaces inscribed 'Banco' or against the Bank by placing wagers in the spaces inscribed 'Punto'.

The player holding the Bank will initially deal two cards face down to both Punto and Banco alternatively i.e. the 1st and 3rd card to Punto and 2nd and 4th card to Banco.

The Paletteman will act as the player and hold the cards for the Punto. Both sets of cards will be turned over and a third card may be dealt either hand in accordance with the Tableaux (T).

SECTION	THE GAME IN GENERAL	
TITLE	BETTING AND RULES OF PLAY	PB(3) Cont'd

TABLEAUX (T)

PUNTO

HAVING	
0,1,2,3,4,5	Draws a Card
6,7	Stands
8,9	Natural, BANCO Cannot Draw

BANCO

HAVING	DRAWS WHEN GIVING—	STANDS WHEN GIVING—
0,1,2	Draws Except Natural – PUNTO	
3	0,1,2,3,4,5,6,7,9 (and no card)	8
4	2,3,4,5,6,7 (and no card)	0,1,8,9
5	4,5,6,7 (and no card)	0,1,2,3,8,9
6	6,7	0,1,2,3,4,5,8,9
7	Stands	
8,9	Natural, PUNTO Cannot Draw	

If both Banco and Punto have 6 or 7 each, no further cards are drawn.

When Punto has a point of 6 or 7 and stands, Banco draws having 0 to 5 inclusive.

SECTION	THE GAME IN GENERAL	
TITLE	BETTING AND RULES OF PLAY	PB(3) Cont'd

WINNING HAND

The hand totalling nine or as close to nine as possible will constitute the winning hand. If both hands have the same total value, this will be considered as a stand off and described as 'egalite'.

ODDS

All winning bets on the Banco are paid odds 19 to 20.
All winning bets on the Punto are paid odds 1 to 1 or even money.

RULES RELATING TO BETTING

1. The maximum and minimum wagers permitted shall be shown on a notice at the table. Any obvious partnerships to exceed the limits must be brought to the Management's attention immediately.

2. All bets on the Banco consisting of chips exceeding 5 in number must be cut down as per PB(7) before dealing of the cards.

3. All mixed denominations bets must be separated with the lower denominations chips being placed near the centre of the table i.e. to the inside.

SECTION	CHIPWORK	
TITLE	PICKING DIFFERENT DENOMINATION CHIPS OFF A STACK	PB(4)

PICK THE CHIPS OFF

See technique AR(9)

HOLD THE CHIPS

With 1st and 4th finger positioned opposite to each other.

PICK DIFFERENT DENOMINATION CHIPS

With thumb, 2nd and 3rd fingers.

LAY THESE OUT FOR CHECKING

Place all the chips in the payout area and sideways for checking.

STEP THESE UP TO PASS THEM OUT

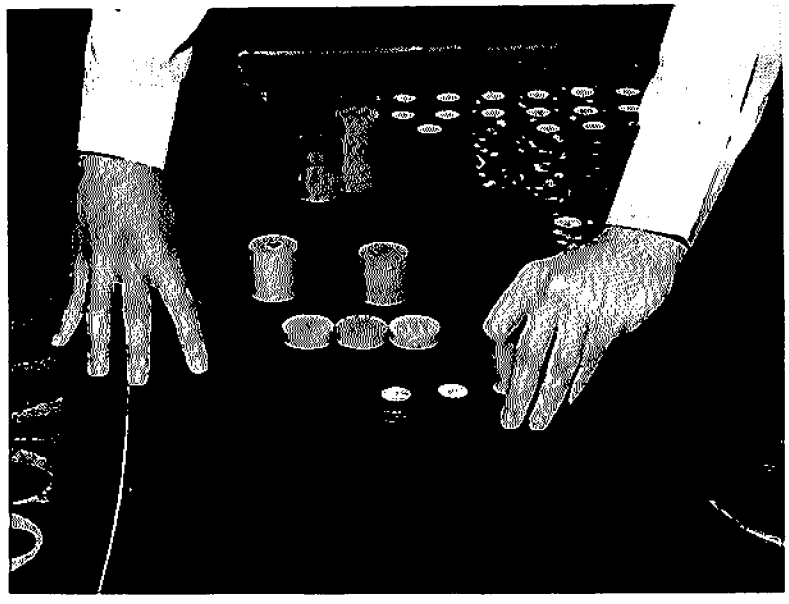
Ensure the chips are stepped in their denominations.

SECTION	CHIPWORK	
TITLE	CUTTING DOWN/INTO CHIPS	PB(5)

CUTTING DOWN CHIPS See technique AR(12)

CUTTING INTO CHIPS See technique AR(11)

DIRECTION OF CUT Cut these down sideways in the designated area for checking



SECTION	CHIPWORK	
TITLE	MODE OF CUTTING DOWN CHIPS (PAYOUT AREA)	PB(6)

ALL CASH CHIPS VALUED AT 5p, 25p, £1 and £5 Cut these down as in BJ(5).

ALL CHIPS VALUED AT £100 Cut these down as in BJ(5) and spread.

ALL CHIPS VALUED AT £25 Cut these down in fours and spread.

UNKNOWN QUANTITIES OF CHIPS Cut these down in fives and spread for checking.

SECTION	CHIPWORK	
TITLE	CUTTING DOWN BANCO BETS	PB(7)

BETS ON BANCO SAME DENOMINATION

All bets consisting of chips exceeding 5 in number must be cut down as follows:

6 = 2 × 3
7 = 2 × 3 + 1 (Bridged)
8 = 2 × 4
9 = 2 × 4 + 1 (Bridged)
10 = 2 × 5
11 = 2 × 5 + 1 (Bridged)
12 = 3 × 4
13 = 3 × 4 + 1 (Bridged)
14 = 3 × 4 + 2 (Bridged)
15 = 3 × 5
16 = 4 × 4
17 = 4 × 4 + 1 (Bridged)
18 = 4 × 4 + 2 (Bridged)
19 = 4 × 4 + 3 (Bridged)
20 = 4 × 5

Cut down all £25 chips in units of 4.

MIXED DENOMINATION BETS

Separate these out and place the lower denomination chips to the inside.

SECTION	PALETTE WORK	
TITLE	PREPARING THE TABLE FOR OPENING	PB(8)

CHECK THE CARDS ISSUED

Check that each pack is complete and that the cards are neither marked nor damaged.

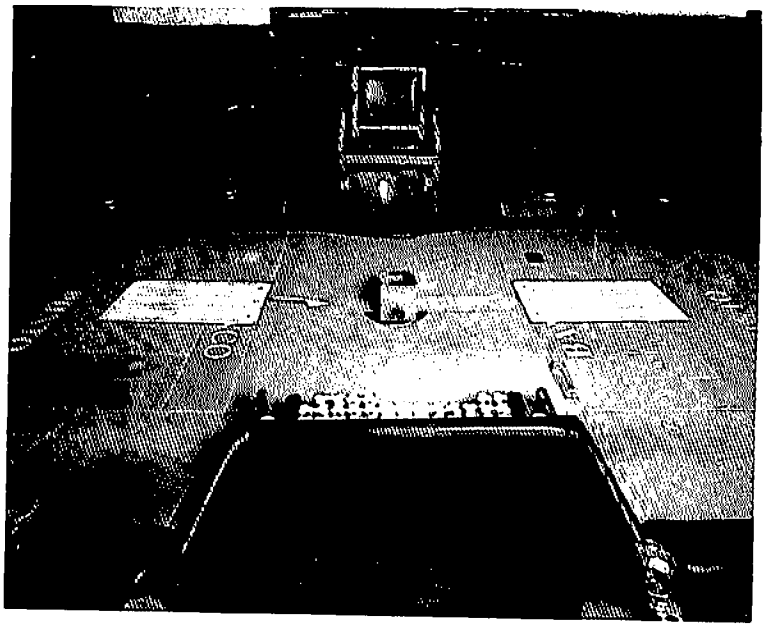
DISPLAY THE CARDS FOR CHECKING

Spread the cards consecutively in suits, three on either side and ensure these are checked by the Pit Boss.

See over.

SECTION	PALETTE WORK	
TITLE	PREPARE THE TABLE FOR OPENING	PB(8) Cont'd

DISPLAY OF THE CARDS FOR CHECKING



CHECK THE DISCARD BIN

Take the discard bin out from the table, make sure it is empty and show this to the Inspector. Replace the bin back and place the palette and shoe on top, to cover the slot.

PRIOR TO SHUFFLING THE CARDS

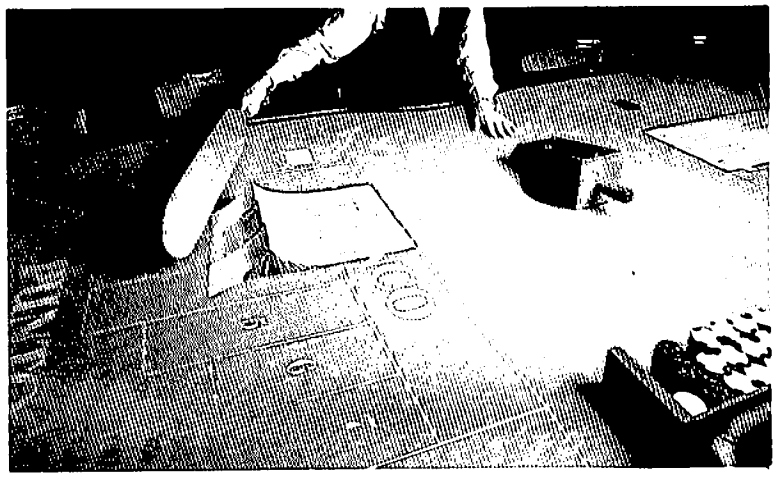
Announce 'Ladies and Gentlemen please take your seats for the first shoe of Punto Banco'.

Cards may not be shuffled until at least one player is seated at the table.

SECTION	PALETTE WORK	
TITLE	PREPARING THE INITIAL SHOE	PB(9)

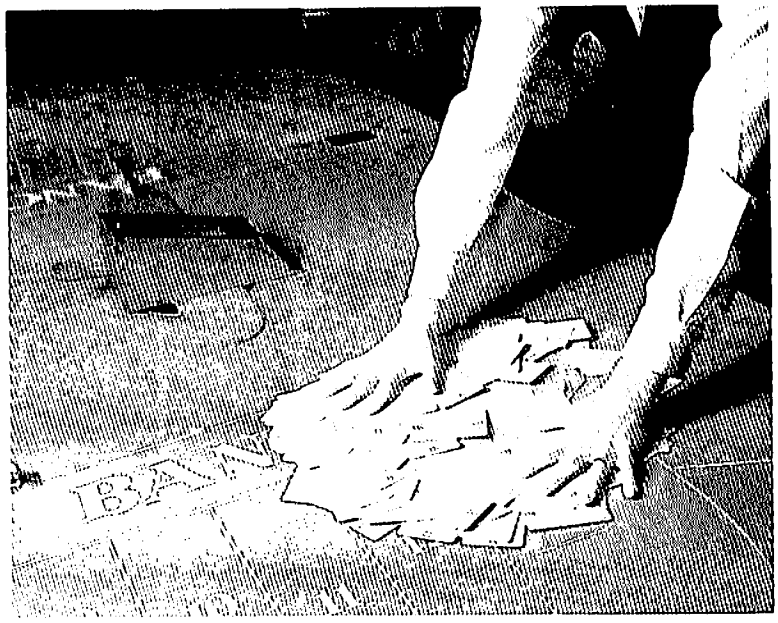
TURN THE CARDS FACE DOWN

Once instructed by the Inspector turn the cards face down using the Palette.



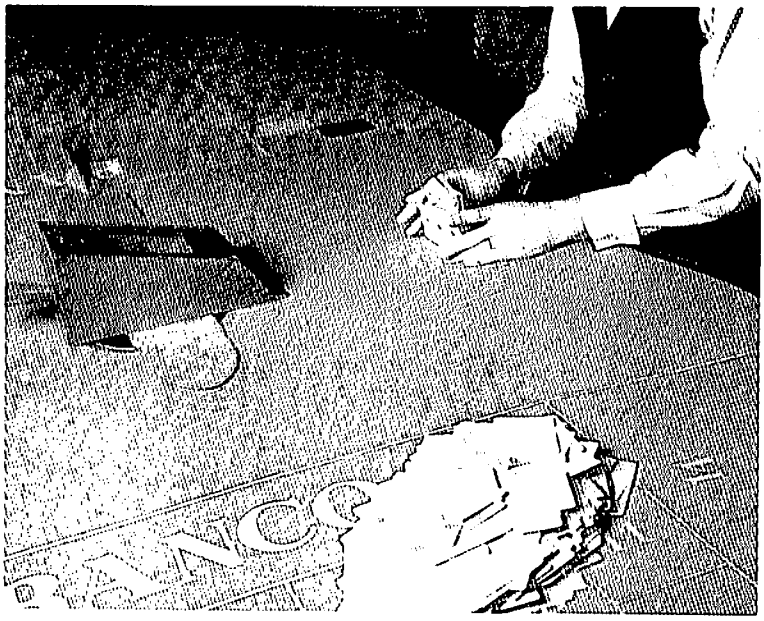
CHEMMY SHUFFLE AND BLOCK

Mix the cards face down to the left side.



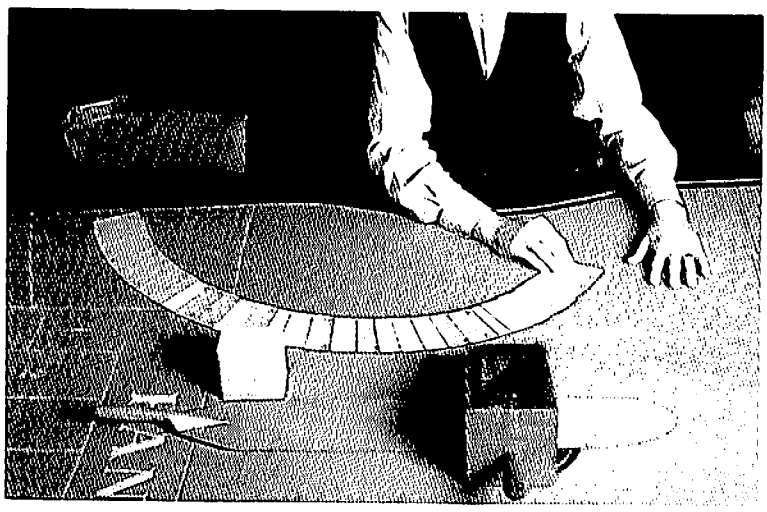
SECTION	PALETTE WORK	
TITLE	PREPARING THE INITIAL SHOE	PB(9) Cont'd

Block the combined packs and place them to the right.



CHECK FOR BOXED CARDS

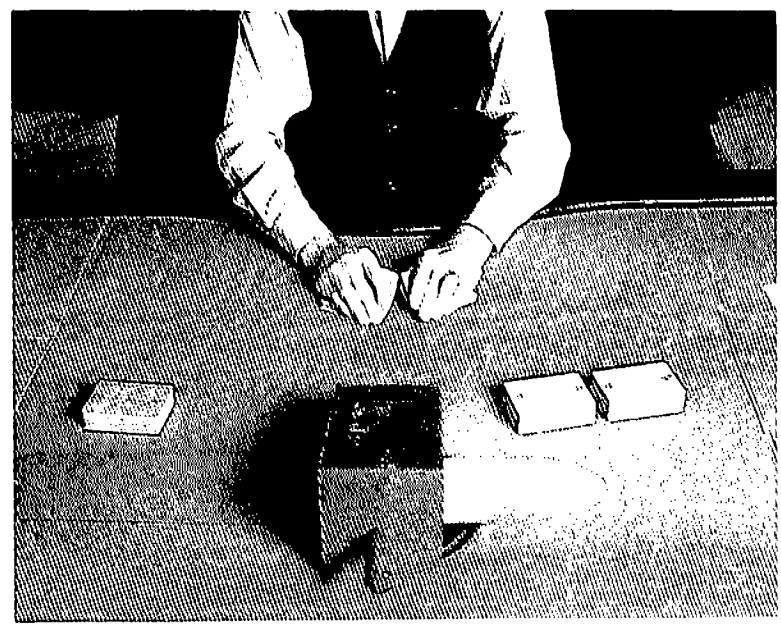
Spread the cards face down, check for boxed cards, block and then place them to the left.



SECTION	PALETTE WORK	
TITLE	PREPARING THE INITIAL SHOE	PB(9) Cont'd

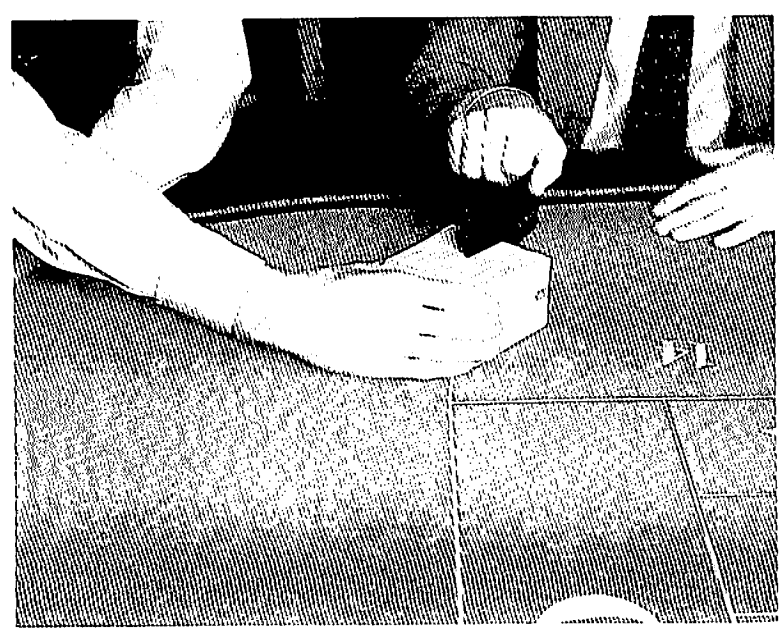
RIFFLE SHUFFLE AND BLOCK

Divide the cards into two equal packs, take cards from each pack. Riffle shuffle (three times for the initial shoe) the cards and then place them to the right.



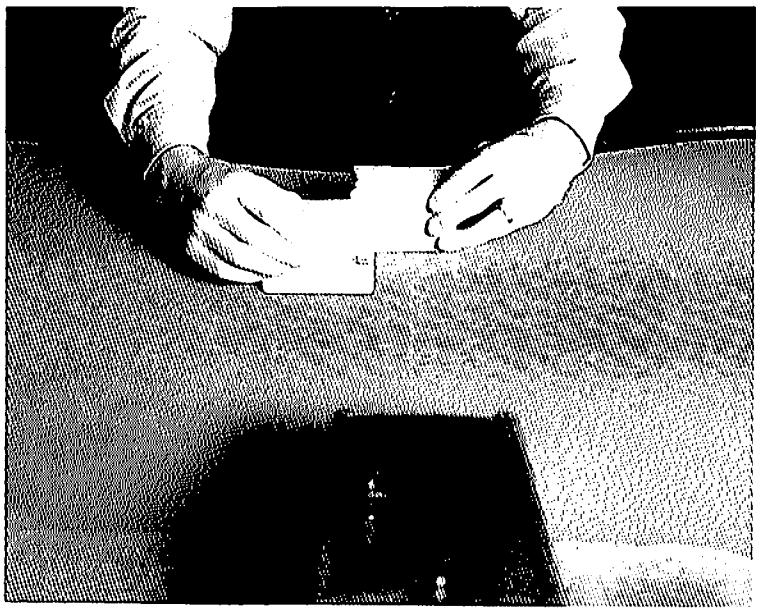
OFFER THE 'CUT'

Offer the full pack along with the first postillion or cutting card to the player sitting on the highest numbered seat and ask him to cut this.



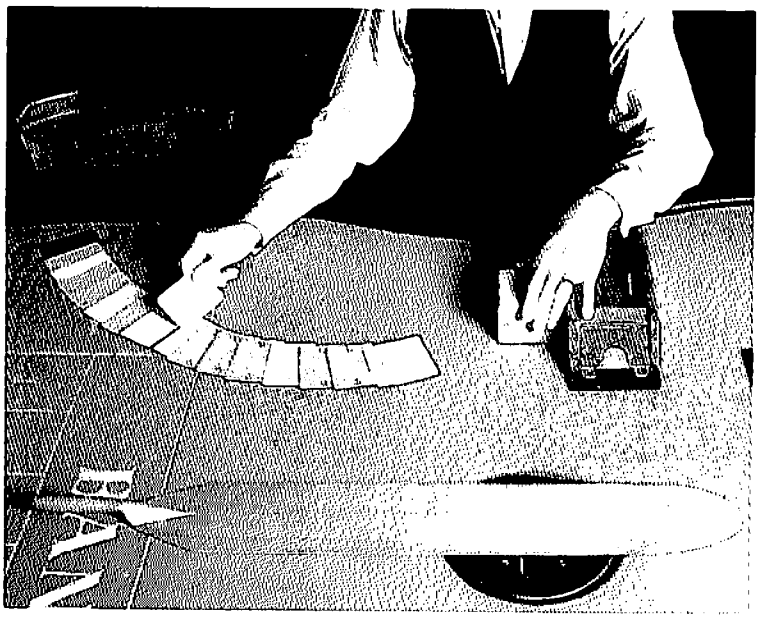
SECTION	PALETTE WORK	
TITLE	PREPARING THE INITIAL SHOE	PB(9) Cont'd

Take the first postillion and all cards in front to the rear taking care not to expose any cards.



INSERT SECOND POSTILLION

Place this between 7th and 8th cards from the back of the combined packs.



PLACE THE CARDS IN THE SHOE

Ensure that they are straight.

OFFER THE 'SHOE' TO THE PLAYER

Offer the 'shoe' for drawing the cards to the player on the lowest numbered seat.

SECTION	PALETTE WORK	
TITLE	THE PLAY	PB(10)

INVITE THE PLAYERS TO BET

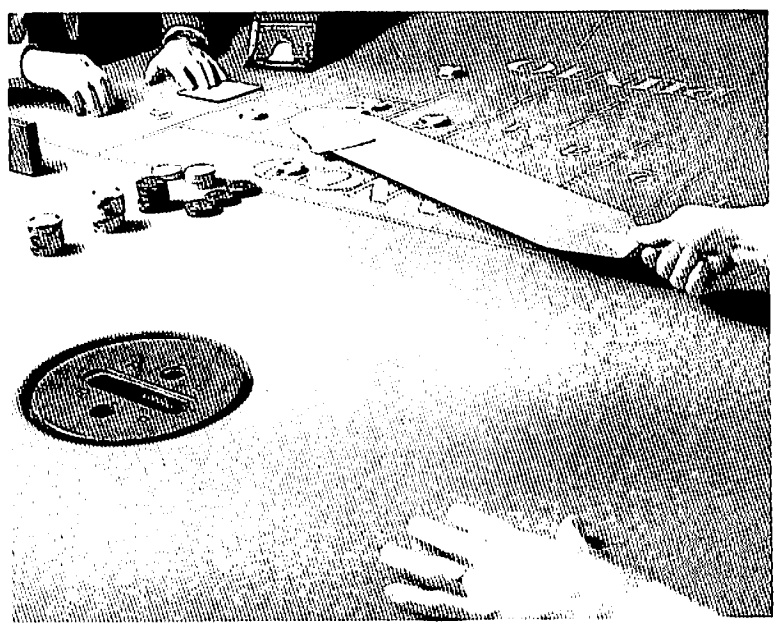
Announce 'place your bets please'.

REQUEST THE 'DRAW' OF CARDS

Ask the player holding the shoe to draw the cards in the following sequence.

1st card to Punto
2nd card to Banco
3rd card to Punto and
4th card to Banco

All four cards being closed



ON THE 1ST CARD BEING DRAWN

Announce 'No more Bets'

BEFORE TURNING THE CARDS OVER

Check and ensure that all bets are placed and positioned correctly and that they comply with table's limits.

PUNTO CARDS

Bring the closed Punto cards to 2nd position (centre of table) turn them face up, announce the point and move them to 3rd position (see diagram B).

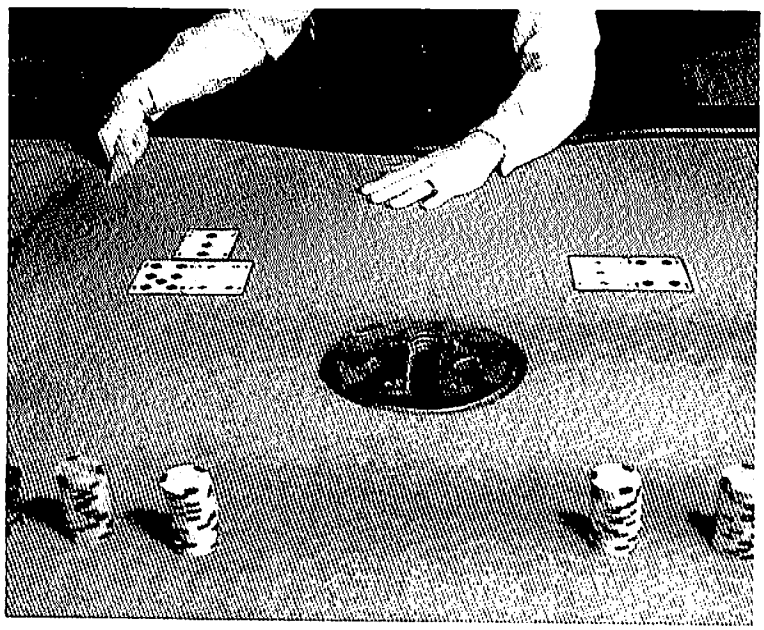
BANCO CARDS

Ask the player to turn the cards over, announce the point and bring them to 2nd position.

SECTION	PALETTE WORK	
TITLE	THE PLAY	PB(10) Cont'd

REQUEST THE DRAW OF A 3rd CARD IN ACCORDANCE WITH TABLEAUX (T)

Ask the player to draw or stand for Punto Banco in accordance with the Tableaux announcing each Punto or Banco total accordingly.

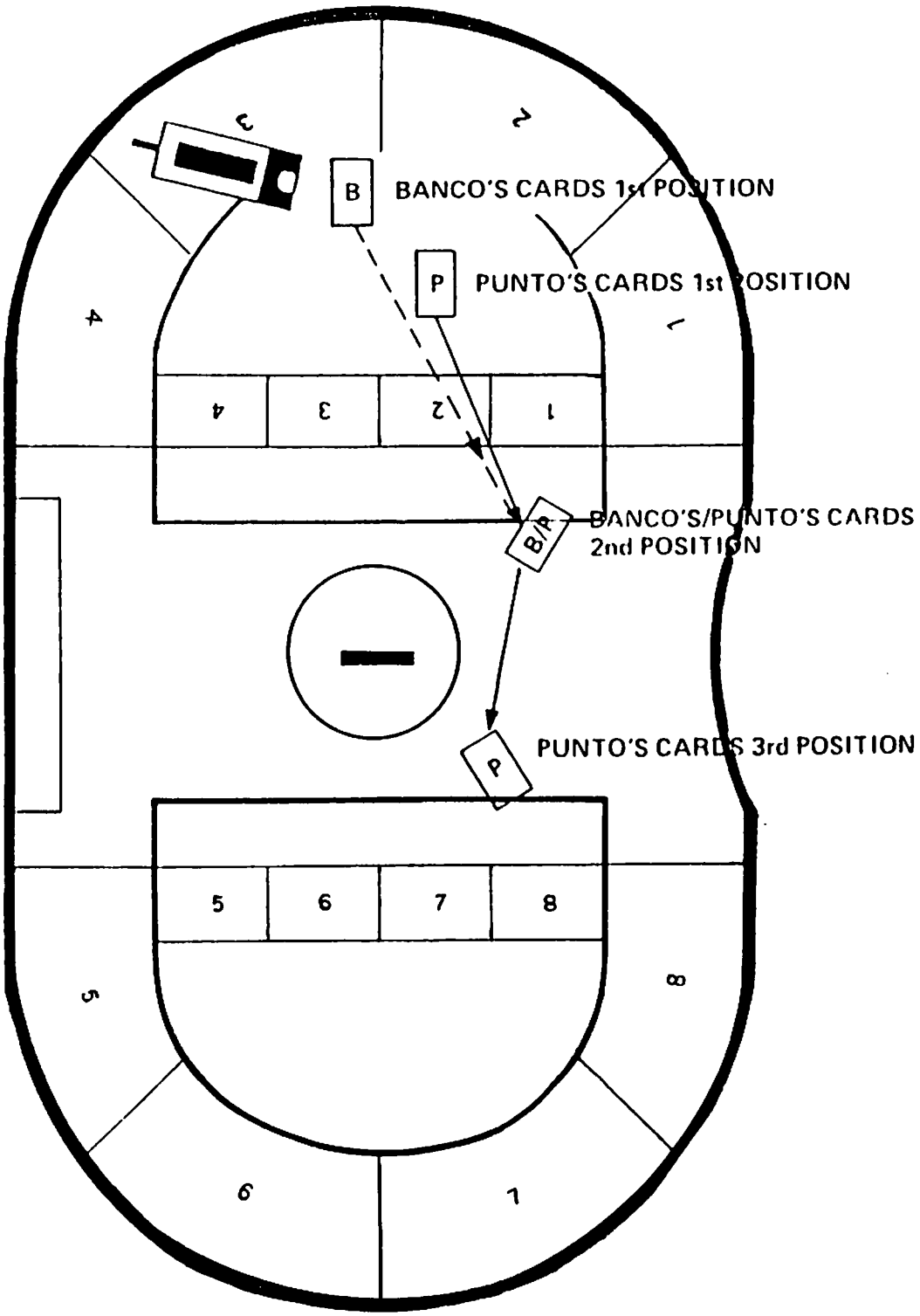


ANNOUNCE THE FINAL RESULT

Give the Banco total first e.g. Punto wins 2–9, or Banco wins 7–3.

SECTION	PALETTE WORK	
TITLE	THE PLAY	PB(10) Cont'd

DIAGRAM (B)



Stakis Casinos

SECTION	PALETTE WORK	
TITLE	THE PLAY	PB(10) Cont'd

DISCARD THE CARDS

Place the cards in the discard bin ONLY on completion of the final payout and announce 'place your bets please' for the next coup to commence.

SECTION	PALETTE WORK	
TITLE	MOVEMENT OF THE 'SHOE'	PB(11)

MOVING THE SHOE

Ensure that the shoe is passed round in an anticlockwise direction and move this with the hand or palette depending on how near or far this is.

WHEN PUNTO WINS

Announce 'Shoe moves'.

WHEN PLAYER WISHES TO RELINQUISH THE BANK

Announce 'Bank passes'.

SECTION	PALETTE WORK	
TITLE	LAST COUP	PB(12)

DECLARING THE LAST COUP

Announce 'Last Coup for this Shoe' when postillion in the shoe is shown. Ensure that this is not taken as a card and that it is seen by both sides.

ON COMPLETION OF ALL PAYOUTS FOR THE LAST COUP

Ensure that:

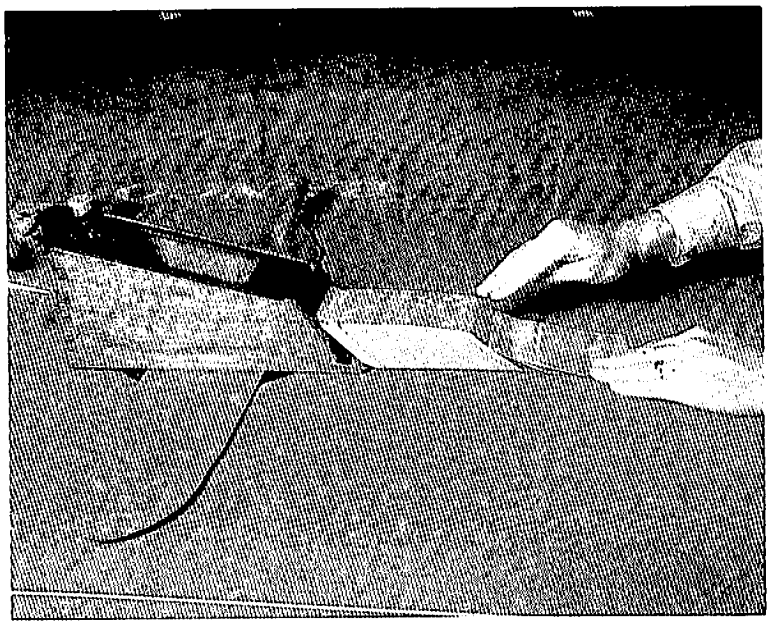
1. The last coup cards and any cards remaining in the shoe are put in the discard bin.
2. All bets are removed from the table during the card shuffle.
3. The 1st postillion is placed in position for the new or continuing Bank, and the 2nd postillion for the player immediately to the left of that position, for 'cutting'.

RETRIEVE ALL CARDS FROM THE DISCARD BIN

Take the bin out and empty the cards on the layout. Show the bin 'clean' to the Inspector and replace it back to the table.

Place the palette and shoe on top of the discard slot.

SEPARATE THE CARDS OUT



PREPARE THE NEXT SHOE

Shuffle and block the cards for the first shoe and do so for each subsequent shoe.

INSPECTOR

An Inspector must be present at all times when cards are being shuffled.

SECTION	PALETTE WORK	
TITLE	USING THE PALETTE	PB(13)

HOLD THE PALETTE

With thumb on top of the handle pointing forward and the remaining fingers under and round forming a fist.

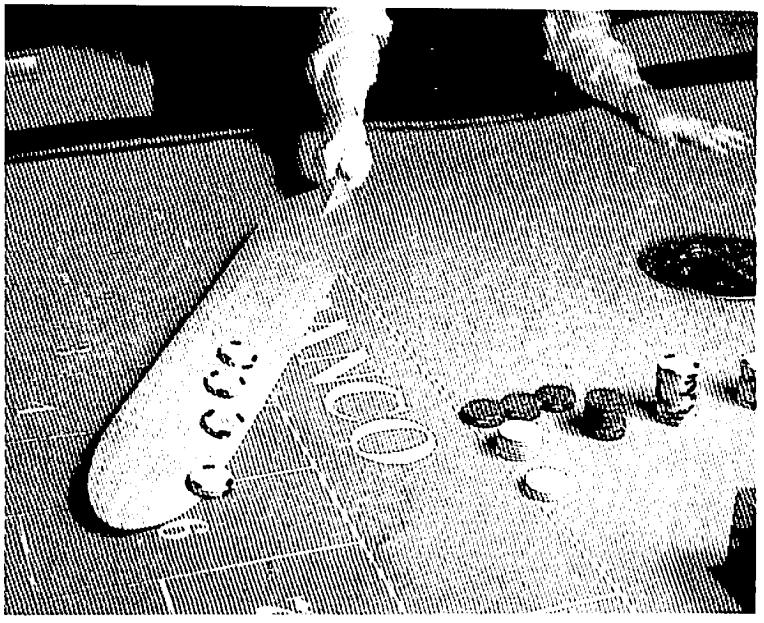
COLLECT CARDS

Use the curve end of the palette to lift the cards off the layout and then slide thern along the length of the palette into the designated area.

SECTION	PALETTE WORK	
TITLE	USING THE PALETTE	PB(13) Cont'd

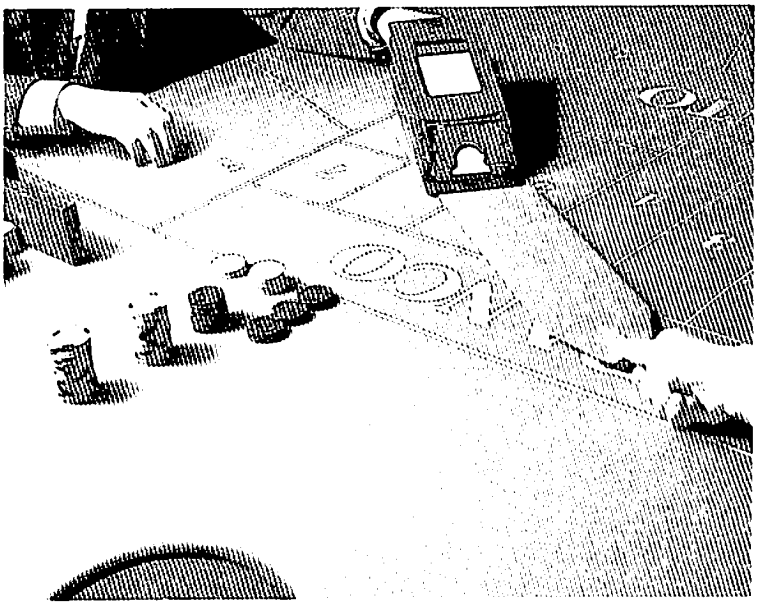
COLLECT CHIPS

Use the inside part of the palette and lift the chips with a sliding action.



MOVE THE SHOE

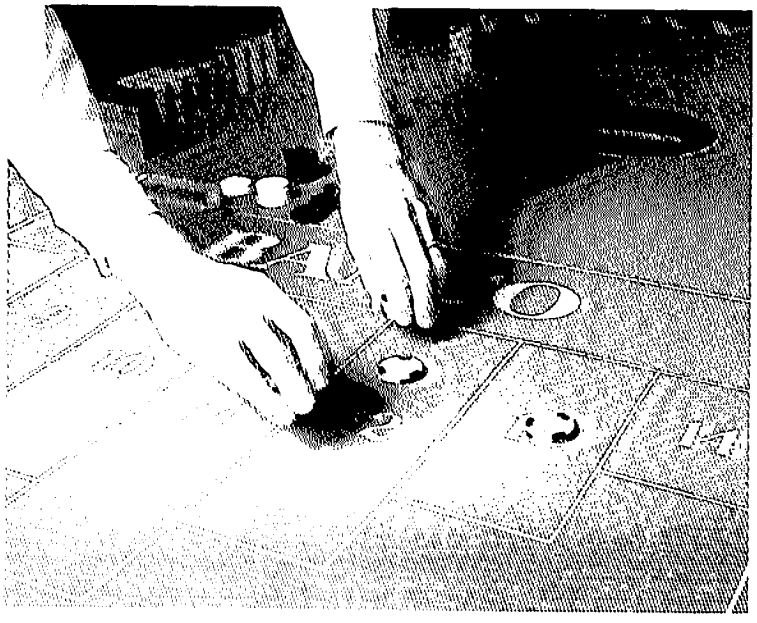
Use the point of the palette and push this directly under the front plate of the shoe. Keep the palette in contact with the layout when moving the shoe.



SECTION	PAYOUTS	
TITLE	LOSING BETS	PB(14)

COLLECTING ALL LOSING BETS

Immediately the result is announced collect all losing bets starting with those nearest to you.
Pick the chips colour to colour using both hands and holding one denomination in each hand.



BETS CONSISTING OF MORE THAN TWO DENOMINATIONS

Replace back to the float the chips already held in the hand before returning to pick up the remaining chips of different denominations.

WHEN THERE IS ONLY ONE BASE DEALER ON THE TABLE

The Paletteman may collect all losing bets from the side of the table where the shoe is, using the palette only.

SECTION	PAYOUTS	
TITLE	WINNING BETS PUNTO	PB(15)

PUNTO ODDS

Pay all winning punto bets even money i.e. 1 to 1 starting with those nearest to you and working your way to each in turn.

SINGLE DENOMINATION BETS

Pay these colour to colour by cutting into.

MULTI-DENOMINATION BETS

'Clean hands', separate the bets out and pay these 'colour to colour'.

PAYING A PUNTO BET IN TOTAL

Prove the payout first and then pass this out to the bet.

SECTION	PAYOUTS	
TITLE	WINNING BETS BANCO	PB(16)

BANCO ODDS

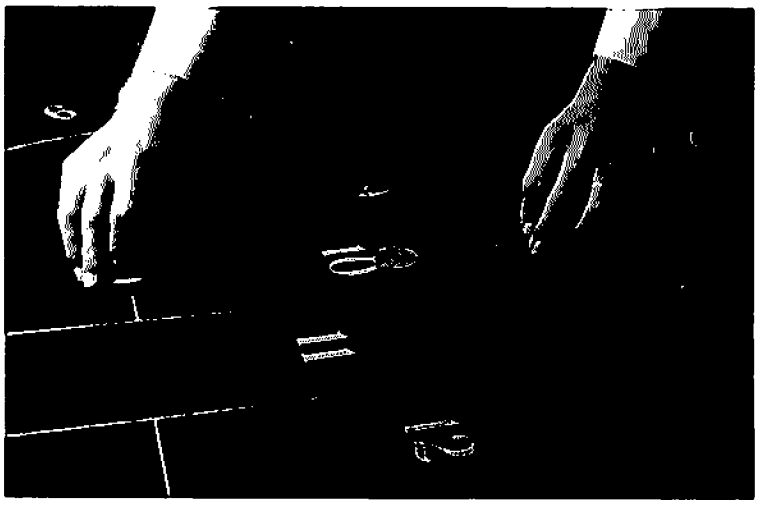
Pay all winning Banco bets at odds 19 to 20 starting with the Banco box nearest to you, working consecutively to each box and returning down the 'Banco Bar Line'.

SECTION	PAYOUTS	
TITLE	WINNING BETS BANCO	PB(16) Cont'd

CHANGE OUT OR NO CHANGE

When no change is given by the player, pay all bets up to £5 directly to the box. Bets over £5 e.g. £35 bet:
Prepare payout equal to £33.25 in front of the float consisting of the following denominations.

1 × £25, 1 × £5, 3 × £1, 1 × 25p. With the inside hand place £5 and £25 chips together 'heeled' in the box next to winning bet. With the outside hand place 25p and 3 × £1 chips together 'heeled' outside the box nearest to the player.



CHANGE IN

When the correct change has been given by the player, take these with the outside hand, place in front of the chip rack and pay the bet 'evens' with the inside hand simultaneously. e.g. £5 bet, 25p change is given.

(When paying Banco bets, any amount of payout which cannot be stacked on the next coup should be placed to the outside of the box and brought to the attention of the player).

SECTION	PAYOUTS	
TITLE	WINNING BETS BANCO	PB(16) Cont'd

CHANGE IN CONT'D.

Take the 25p with the outside hand and place one £5 chip with the inside hand.

When paying out multi-denomination bets, make the payout in the payout area first and then place this on the box 'heeled'.

EXCESS CHANGE IN

When excess change has been given by the player e.g. £15 bet, £1 change given in (75p only required).
Take £5 chips with the inside hand and 25p with the outside hand.
Cut into the bet with the £5 chips and exchange 25p for £1, proving £1 chip in front of the chip rack.

SECTION	PAYOUTS	
TITLE	WINNING BETS BANCO	PB(16) Cont'd

Pay only multi-denomination bets as in 'change in' procedure.

SECTION	PAYOUTS	
TITLE	WORKING OUT BANCO PAYOUTS (19 to 20)	PB(17)

In order to work out the correct payout at odds 19 to 20 consider each pound (£1) having 20 units (or 20 × 5p).

Example 1

e.g. Banco Bet £5
Subtract the bet from 20 and multiply the remaining by 5p
i.e. 5 from 20 = 15 × 5p = 75p
Subtract £1 from the bet
i.e. £5 — £1 = £4
Payout = £4.75
Note: Bets between £1 and £20 subtract from 20 (deduct £1 from original bet).

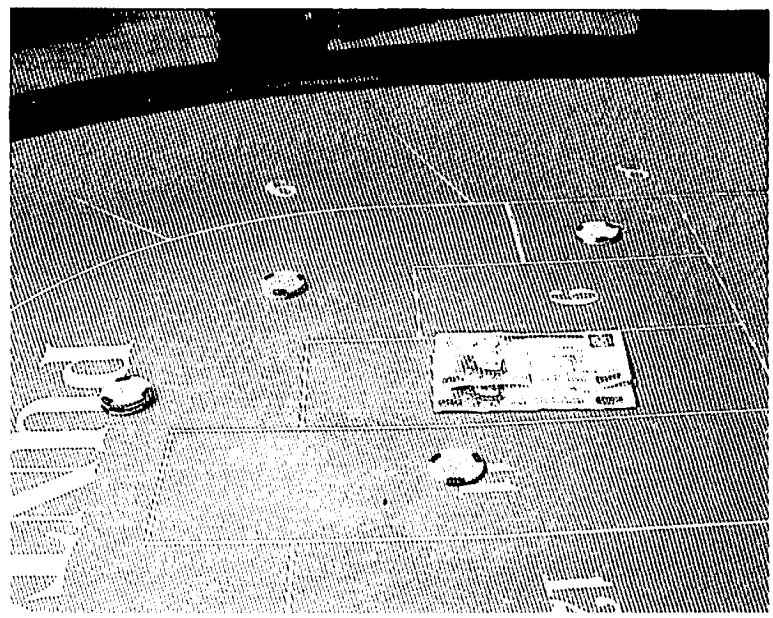
Example 2

e.g. Banco Bet £35
Subtract the bet from 40 and multiply the remaining by 5p
i.e. 35 from 40 - 5 × 5p = 25p
Subtract £2 from the bet
i.e. £35 - £2 - £33
Payout - £33.25p
Note: Bets between £21 and £40 subtract from 40 (deduct £2 from original bet). You may apply the same principle with every Banco Bet provided you subtract this from 20, 40, 60, 80 etc. and deduct one £1 for each additional 20 units from the original bet.

SECTION	CASH WAGERS	
TITLE	PUNTO AND BANCO CASH BETS	PB(18)

WHEN CASH MONEY IS PLACED AS A BET

Announce 'Money plays Punto/Banco' and if the amount looks like exceeding the table maximum announce 'Money plays Punto/Banco to the maximum'.



CHANGE THE MONEY FOR VALUE CHIPS IMMEDIATELY

Whenever possible and prior to the result being called.

PICK THE MONEY UP

Count these by stepping them in units of five. Announce the total e.g. Twenty Pounds plays Banco.

CUT DOWN EQUIVALENT AMOUNT IN CHIPS

Place the chips in the appropriate position and the cash down the drop box.

SECTION	CASH WAGERS	
TITLE	LOSING AND WINNING CASH BETS	PB(19)

NO TIME TO CHANGE THE CASH

When the result has been announced and the cash wagers have not been changed deal with these as follows:

LOSING CASH

Clear in normal manner and count these by stepping them in units of five Announce e.g. 'Twenty Pounds' losing bets. Place the cash between the float and discard bin.

WINNING CASH

Pay the bets in order and count the cash by stepping these in units of five. Announce e.g. 'Twenty Pounds winning bet plays Punto'.

Exchange these for value chips and pay in normal manner.
Place the cash between the float and discard bin as above.

DEPOSIT CASH DOWN THE DROP BOX

On completion of all payouts, count all the cash and place these in the drop box announcing the total e.g. 'Forty Pounds down'.

SECTION	CHANGE FOR PLAY	
TITLE	CASH CHANGE	PB(20)

PICK UP THE CASH

Announce change only

COUNT THESE

Step them in units of five and in their denomination.

STATE THE AMOUNT

e.g. Buying in twenty pounds.

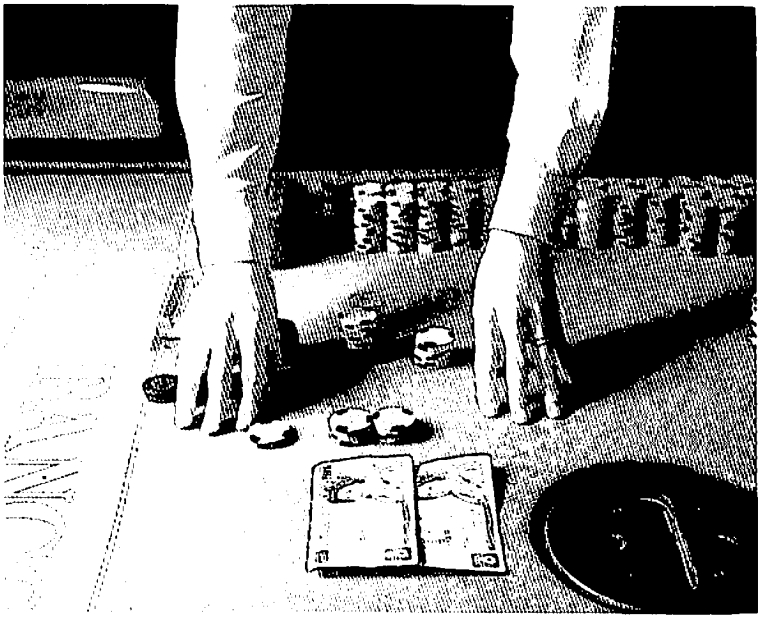
CUT DOWN THE CHIPS REQUIRED

As per PB(6)

Announce and confirm the transaction with the Inspector.

See over.

SECTION	CHANGE FOR PLAY	
TITLE	CASH CHANGE	PB(20) Cont'd



PASS THE CHIPS TO THE PLAYER

Announce the amount e.g. Twenty Pounds, thank you Sir/Madam.

PLACE THE CASH DOWN THE DROP BOX

Announce 'Twenty pounds down'.

SECURITY RULE

Cash must be placed on the table by the player. At no time should cash be accepted from the players hand.

SECTION	CHANGE FOR PLAY	
TITLE	COLOUR CHANGE	PB(21)

PICK UP THE CHIPS

e.g. 2 × £25 chips for £5 chips.

SECTION	CHANGE FOR PLAY	
TITLE	COLOUR CHANGE	PB(21) Cont'd

CUT THESE DOWN TO CHECK THE AMOUNT

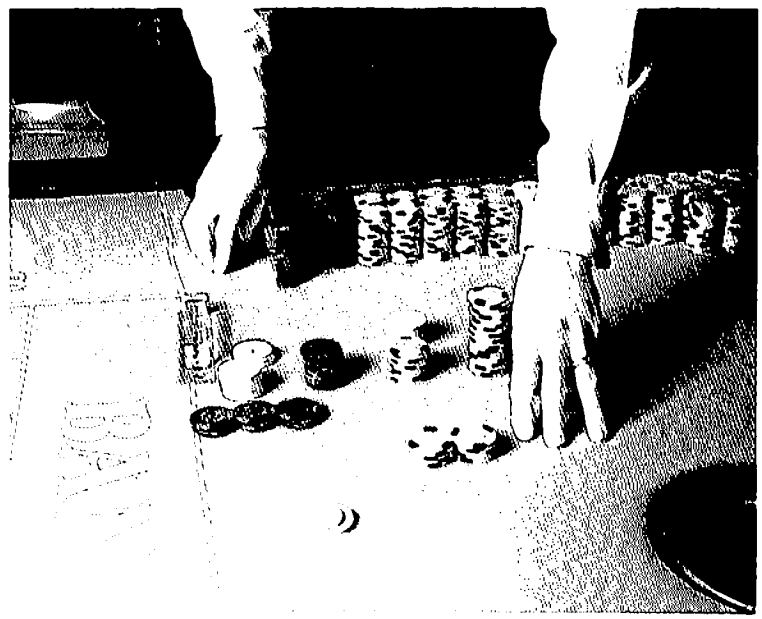
See mode of cutting down unknown quantities of chips PB(6)

STATE THE AMOUNT

Announce e.g. 'Fifty Pounds Colour Change'.

CUT DOWN THE CHIPS REQUIRED

As per PB(6)
Announce and confirm the transaction with the Inspector.



PASS THE CHIPS TO THE PLAYER

Announce the amount e.g. 'Fifty Pounds Change, Thank you Sir/Madam'.

REPLACE THE CHIPS BACK TO THE FLOAT

RULE

Normally change will only be given between 'coups'.

SECTION	MISCELLANEOUS	
TITLE	IRREGULARITIES	PB(22)

IRREGULARITIES

1. A card dealt to the Punto after the P.M. has said 'NO CARD' shall become the Banco's card in the event of the Banco hand being obliged to draw according to the tableaux. In the event of the Banco hand being required to stand, the card so dealt in excess shall be used as the first card of the next coup.

2. A card drawn in excess from the shoe but not disclosed, shall be used as the first card of the next coup, providing that the postillion (marker card) has not been exposed in the shoe or drawn from the shoe, and that the next coup will be declared a non-betting coup.

3. Cards found face upwards in the shoe shall be drawn as normal.

4. If there are found to be insufficient cards in the shoe to complete a coup when the marker card is drawn, that coup shall be void.

5. If there are found to be cards left in the shoe after shuffling, the combined packs will be re-shuffled with the cards that were left, and that prospective shoe called void.

6. Damaged or marked cards must be referred to management immediately. The manager will bring the requisite card(s) to the table and carry out the exchange showing the cards to the customers and announcing the action.

SECTION	MISCELLANEOUS	
TITLE	FLOAT ISSUE AND BOOKING	PB(23)

FLOAT ISSUE As in AR(41)

BOOKING THE FLOAT As in AR(41)

PART 5
PIT DOCUMENTATION CONTENTS

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2.	CREDITS	149
3.	CASH DROP AND I.D. RECORDS	150
4.	CLOSING COUNT PROCEDURE	152

SECTION	PIT DOCUMENTATION
TITLE	FILLS

Inspectors and Pit Bosses should always ensure that the table floats are adequate, to prevent any unnecessary stoppage during play.

1. Cashiers will complete the Fill slip, showing the correct amount and denomination, date, time, table title and number.
2. Fill will be checked and signed for at the Bank by the Cashier and Manager. Top copy to be retained by the Cashier.
3. Fill and Fill pad will then be taken by a Manager to the appropriate table.
4. At the table, Fill will be checked, proved and signed for by the Inspector and Dealer.
5. Second copy of the Fill pad will be placed securely in the table cash box by the Dealer.
6. Fill slip pad will be returned to the Bank by the Manager.
7. All top copies of Fills/Credits/Chip changes will be issued to the 'Count' Manager at close of business.
8. Movement of chips between tables is strictly forbidden.

SECTION	PIT DOCUMENTATION
TITLE	CREDITS

When there is an excess of large denomination chips on the table, the Manager may wish to remove the excess during play.

1. Cashiers will complete the credit slip, showing the correct amount of credit, denominations, date, time, table title and number.
2. Manager will take credit pad and chip tray to the appropriate table.
3. Dealer is then instructed to cut down and prove excess to be removed. Dealer, Inspector and Manager checking same against the credit slip, all three sign same. The second copy must then be deposited in the table cash box.
4. Manager will take credit and pad to Bank whereupon the cashier will check that the amount of credit agrees with credit slip and sign same. Top copy must be detached thereafter.
5. All top copies of Fills/Credits/Chip changes will be issued to the 'Count' Manager at close of business.

SECTION	PIT DOCUMENTATION
TITLE	CASH DROP AND I.D. RECORDS

1. Inspector will use clickers provided to record table cash drop amounts over £25. Amounts up to and including £25 will be recorded by the dealer.
2. Inspectors must retain awareness of the state of the float, cash drop and the game.
3. The Pit Boss will record hourly, all Fills/Credits +/− and cash drops on the Pit Sheet provided (as per example).
4. Individual customers cash drops must be recorded regularly on Winners/ Losers Sheet (as per example). It is therefore necessary to identify all customers where possible. To obtain identification, Pit Bosses should liaise with Floor Managers.
5. Pit Bosses and Inspectors must be aware of major winners and losers and retain memory of methods of Play, etc. (Untoward situations?).

STAKIS CASINOS LIMITED

	Result	Cash
A.R.	1320	4870
B.J.	930	3570
Punto Banco	130	840
Total	2380	9280

Name	Buy A.R.	INS P.B.	B.J.	Dice	Total	Cashed	Result
M. Power	500				500	2100	+1600
T. Cave			200		200	50	−150

Stakis Casinos

SECTION	PIT DOCUMENTATION
TITLE	PIT BOSS WORK SHEET

STAKIS CASINOS LIMITED

PIT BOSS WORK SHEET

CASINO REGENCY EXAMPLE No. Date SUNDAY 3rd OCTOBER, 1982

TABLE NUMBERS	10	11	12	1	2	3	CLOSE	DROP	Extra (Credit)	Extra (Credit)	Extra (Credit)	Extra (Credit)	Extra (Credit)	Extra (Credit)	Extra (Credit)	Net Extra or (Credit)
A/R 1	310 1,810	390 2,015	800 2,315	790 2,885	950 3,070	1100 3,305	910	3,330								
A/R 2	50 300	300 575	100 805	300 950	300 1,205	290 1,400	610	1,850								
A/R 3	1,010 3,200	500 4,970	1,750 6,000	3,000 8,750	2,125 8,000	2,150 9,500	3,900	10,290	1,000 1,000	2,000 (2,000)						2,000
A/R 4	50 250	50 1,850	250 2,090	(500) 2,500	(1,000) 3,000	350 3,150	900	4,000	1,000 2,000	2,000 1,000	(2,000)					4,000
TOTAL A/R	1,410 5,260	1,890 8,740	2,700 10,170	3,440 14,385	2,375 16,230	4,450 17,855	5,320	18,170								
B/J 1	850 1,895	800 2,000	250 2,085	740 2,115	700 2,380	600 2,690	1,000	2,850	2,000	(2,000)						NIL
B/J 2	150 200	80 290	250 410	180 830	300 120	280 890	400	820								
B/J 3	50 100	120 250	350 640	390 990	450 780	475 950	450	1,070								
B/J 4	300 900	320 750	350 860	300 940	(750) 1,350	(450) 1,900	(2001)	2,000	1,000 1,000	1,000 1,000						4,000
TOTAL B/J	1,350 2,595	1,320 3,290	1,700 3,995	2,210 4,375	800 5,330	905 5,830	1,850	6,890								
TOTAL	2,750 8,755	3,220 12,030	4,400 14,165	5,650 18,760	2,975 21,460	5,255 23,685	6,970	26,010								10,000

REMARKS

GAME	CASH	RESULT	%
A/R	18,170	5,320	27.8
B/J	6,890	1,850	23.0
P/D			
CRAPS			
DAILY RESULT	26,010	6,970	26.8
WEEK	118,526	22,153	18.7
TOTAL	144,535	29,123	20.1

MANAGER'S SIGNATURE L. Smith

Stakis Casinos

SECTION	PIT DOCUMENTATION
TITLE	CLOSING COUNT PROCEDURES

The organisation of the closing count is a management function with strict procedures laid down to govern its completion. The procedures you will be asked to comply with by management have been designed in the best interests of casino security.

Points of information for all staff involved in the closing count are detailed below.

1. Management will select and inform those members of staff to be involved in the closing count at 9.00 p.m. each evening.

2. Male and female members of the count team must not wear jackets or cardigans.

3. Shirt sleeves must be buttoned and not rolled up under any circumstances.

4. Only the Manager in charge of the closing count has the discretion to wear a jacket.

5. The closing count team will consist of:

Management
Pit Boss
Inspectors, usually 2
Croupiers, usually 2
Cashier/s

N.B. ALL MEMBERS OF THE COUNT TEAM MUST SIGN CLOSING DOCUMENTS AGREEING THE ACCURACY OF FIGURES. BEFORE YOU SIGN YOUR NAME THUS CONFIRMING YOUR AGREEMENT — BE COMPLETELY SURE WHAT AND WHY YOU ARE SIGNING. IF YOU ARE IN ANY DOUBT ASK THE MANAGER IN CHARGE OF THE CLOSING COUNT TO EXPLAIN.

GLOSSARY

Apron	Working area on the table.
Blocking	The Squaring up of any multiple of packs of cards.
Box	A betting space on the layout.
Boxed Card	A card which has in error been placed in the shoe face up.
Bridging	To centrally place chips on top of two units/stacks.
Capping	Placing payouts directly on top of wagers.
Chemmy Shuffle	The Mixing of cards face down as in Chemin de Fer.
Chips (Wheel)	Tokens used for betting in place of money on American Roulette tables. (Each having markings particular to the table).
Chips (Value)	Tokens used for betting in place of money, with specific denominations markings.
Clicker	A meter used to record cash input on each table.
Coup	The cards held by a player/dealer in any one 'round' of a game.
Cutting (chips)	To manually separate a specific number of chips from a stack.
Discard	A card no longer required in the coup/game.
Dolly	A plastic cube used to mark the winning number.
Double (Down)	A player may double his original bet.
Drop Box	A fixed container for cash intake on each table.
Drop Card	A document used to record cash input to each table.
Drop (Cash)	An intake of cash particular to a table/player.
Fill	An addition to the initial float during a game/operation.
Hand	Cards held by a single player.
Heeling	To displace chips in steps.
Hitting	The Flat direct cutting of chips, against another stack.
Licence Holder	Those personnel authorised to operate by the Gaming Board of Great Britain.
Marker/Button	A chip used to represent or mark a specific amount denomination.
Marker Tree	A visual display of Marker Buttons.
Odds	Chances or balance—of probability in favour of some result.
Palette	A piece of equipment used to manoeuvre cards in Punto Banco, Baccara, Chemin de Fer.
Par Float	Set amount of chips issued at commencement of play.
Payout Area	An area where payouts or exchange transactions are made up and paid from, e.g. American Roulette—in front of first dozen. Blackjack—in front of float tray. Punto Banco—in front of chip rack.
Pencilling (chips)	The Running off of chips from the bottom of a stack.
Picking (chips)	The picking up of chips from the top of a stack.
Pit	A cordoned off section of gaming tables.
Plunger	A T-shaped piece of equipment used to deposit cash in the table cash box.
Postillion	A card used for cutting.
Riffle Shuffle	The mixing of 'closed' cards in an alternate/random manner.
Shoe	A piece of equipment used to enable the 'drawing' of cards.
Splitting	The Separation of a 'pair' of cards.
Spreading	Fanning of cards flat for display.
Stack (full)	A stack containing 20 chips.
Stepping	As heeling.